

Northumberland County, VA

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Wastewater Operator/Maintenance

Department: Sanitary District

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this position is to perform responsible technical work in the operation and general maintenance of the wastewater treatment plants and sewer systems. Employee trains in and assists with operation of wastewater treatment plants; operates and maintains motor controllers, pumps, valves, and meters; and monitors the on-screen display for the Supervisory Control and Data Acquisition (SCADA) software. Reports to designated Lead Wastewater Plant Operator or Wastewater Treatment Plant Manager.

ESSENTIAL JOB FUNCTIONS

- Trains in wastewater treatment plant operations and laboratory procedures.
- Assists Wastewater Operators in their duties.
- Collects samples from wastewater treatment plant and/or collection system.
- Test samples using standard wastewater works laboratory equipment and records test result. Assists with Quarterly Ground Water Monitoring Samples.
- Maintains and operates sewage treatment facilities, pump stations and vac stations. Duties include but not limited to: daily checks on all blowers, pumps, pump stations, and infrastructure. Repairs or replaces equipment as necessary.
- Runs tests on plant influent/effluent samples and other process control testing, and orders plant chemicals and supplies.
- Completes chains of custody and prepares wastewater samples to be picked up by independent laboratories as needed.
- Responds to wastewater quality complaints.
- Performs general facility maintenance, custodial duties and grounds keeping.
- Maintains awareness of safety requirements for industrial waterworks environments and on-site chemical Safety Data Sheets.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; The successful candidate should possess basic knowledge and experience in the fields of maintenance, plumbing, and electrical work.

Licenses or Certifications:

Possession of an appropriate Driver's License valid in the Commonwealth of Virginia. The ability to obtain a Virginia Wastewater License Class 4 or higher within 2 years of hire date.

Special Requirements:

Be able to workdays, nights, weekends, and holidays. Be able to temporarily or indefinitely alternate shifts with limited notification. This will include an alternating monthly on call duty.

In the event of a declared emergency, individuals in this position are required to work in excess of their normally scheduled hours and may be called upon to perform duties as required to provide for the safety and care of the citizens of Northumberland County.

Knowledge, Skills and Abilities:

- Knowledge of the operating principles and practices of wastewater and the associated maintenance requirements of plant equipment and machinery.
- Knowledge of federal, State and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Knowledge of chemistry as applied to wastewater treatment, and standard laboratory principles, techniques, terminology, and equipment.
- Knowledge of the current literature, trends, and developments in the field of wastewater treatment plant operation.
- Knowledge of Microsoft Excel and Microsoft Word
- Skill in communicating effectively and efficiently in a variety of technical or professional languages including mechanical, electrical, chemical, and biological terminology; to express ideas orally and in writing; to present information or ideas clearly.
- Skill in dealing effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to comprehend and apply training received for the detection of water quality defects and initiating appropriate remedial action in the operation of wastewater treatment equipment, chemical feed systems and other related equipment, and performing and coordinating repairs on plant equipment.
- Ability to progress to the next level of licensure.
- Ability to implement and follow operating and recording procedures; to prepare reports, logs, work orders, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions; and to perform under stress and when confronted with emergency situations.

- Ability to prepare logs, test reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to prepare forms, reports, work orders using prescribed formats.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

PHYSICAL DEMANDS

Work involves a considerable degree or risk to personal safety. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 45 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, running, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and or small parts, use of measuring devices, assembly, or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

WORK ENVIRONMENT

Work is performed in an indoor and outdoor environment. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Northumberland County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Northumberland County, Virginia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.