

CITY OF BERLIN

New Hampshire

Position Description

WWTF Operator I-II

The description below is general in nature. It is intended as a guide for personnel actions and is not intended as a complete itemization of all facets of the position. It is not intended to delimit or circumscribe the work of a position. Instead, it is intended to provide a descriptive foundation and general skill and responsibility level for the position. It may be updated at any time.

POSITION SUMMARY: The purpose of this position is to operate the Wastewater Treatment Process at the Facility and our satellite Pump Stations within the limits of our Operating Permit.

ACCOUNTABILITY: Reports to and works under the general direction of the WWTF Superintendent who will provide support services and guidance when requested or as the Superintendent determines. Operators must be able to manage the process competently without continuous supervision and take initiative as necessary and appropriate.

SUPERVISION EXERCISED: The position can oversee employees assigned to assist them on a task. Operators will interact with Maintenance to ensure the Process is not interrupted or interfered with.

TYPICAL WORK ENVIRONMENT: Various, both inside and outside.

EXAMPLES OF WORK (Illustrative only):

- Continuously inspect and monitor the performance of all mechanical and rotating equipment, looking for loss of performance or wasted energy;
- Continuously monitor the Process, looking to maintain good performance in all Permit parameters;
- Keep records in log books and in computers of operating conditions, plant performance, deleterious conditions, problem equipment;
- Run our Operating Equipment competently and safely, to achieve desired output;
- Learn to operate electronic control equipment, using set-points, feedback and good practical judgment;
- Help with snow removal, grounds keeping, receipt of materials and other Operational issues;
- Perform weekend and On-Call Duty as scheduled or called for;
- Drive Sludge Truck to Landfill and meet all DOT and Landfill requirements;
- Load and unload drums of chemicals and other products or materials and transport them around the facility by hand as necessary;
- Perform related work as required and work of a lesser skill or responsibility level when required.

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KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

Demonstrated knowledge of the Activated Sludge Process.

Mechanical abilities: specifically the ability to start and stop a variety of Electrical equipment, to troubleshoot pumping problems or hydraulic problems, to reset timers and meters for monitoring the process, know how to check bearing temperatures, what are acceptable noises coming out of reducers, motors, or other rotating equipments, etc.

Be ready, willing and able to perform the physical duties required in our daily work, such as shoveling snow, hoisting motors and equipment, handling fire hoses, weed-whacking and mowing of lawns, squeegee-ing and shoveling sludge, able to work with obnoxious smells and dirty water, work with Chlorine gas, etc.

An incumbent in this position consistently demonstrates...

- Initiative to tackle assigned projects without direct supervision;
- Interest in operating and improving WWTF process so as to continuously improve facility operations;
- Pleasant helpful demeanor with public and staff.

EXPERIENCE, EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:

Completion of a high school education or equivalent. Must have a Grade I Wastewater License from NHDES and be prepared to advance to Grade II within two years. Must have or obtain a Commercial Driver's License – B (CDL-B) in the State of New Hampshire, within six months of hire.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL EFFORT

Work is performed in all interior and exterior locations associated with City Wastewater Treatment facilities, in all weather conditions. Substantial physical dexterity, strength, stamina and the use of all limbs and most fingers is required for climbing ladders, reaching, balancing, kneeling, lifting and using hand held tools. This includes the ability to lift up items weighing up to 75 pounds. The employee is occasionally required to walk, to sit, to climb or balance, to stoop, to kneel, to crouch, or to crawl, and to smell. The employee frequently is required to stand and talk or listen. May be exposed to paints, solvents and degreasers; fuels and fuel derivatives; acids; hydraulic and lubricating fluids; vehicle and exhaust fumes; dust and dirt. This position requires that the employee be available to work overtime when called upon by supervisory personnel. Employee is subject to being called out to respond to emergencies after normal working hours and/or weekend hours.