



## Job Posting

**Date:** February 10, 2020

**Department:** Wastewater Treatment Plant

**Position:** Treatment Plant Operator

**Starting Salary:** \$13.45/\$27,980.36

**Hours of work:** 11pm-7am

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Operator is responsible technical, laboratory and maintenance work in the daily operation of an assigned wastewater treatment plant; to prepare and maintain required records and reports and to perform related work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

### **ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs daily wastewater treatment plant operations, maintenance and laboratory analysis, performing all work in accordance with applicable policies, procedures, laws, regulations, and standards of quality and safety.

Inspects equipment and processes to determine efficiency of operations, maintenance requirements, and cleanliness.

Records data from various meters, gauges and dials; logs daily, weekly and monthly operational data.

Collects and prepares wastewater samples for laboratory analysis; performs standard chemical and biological tests.

Regulates and adjusts motors, pumps, compressors, grinders, blowers, valves and other apparatus to meet changing operating conditions.

Notifies supervisor of unusual operating problems.

Performs general preventive and scheduled maintenance; assists with major maintenance and repairs.

## **CLASS TITLE: WASTEWATER TREATMENT PLANT OPERATOR**

Performs routine building and grounds maintenance, including mowing and cleaning.

Prepares and maintains accurate and complete work records.

Performs general clerical work as required, including preparing records and reports, completing forms, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

Attends meetings, training, seminars, etc., as appropriate to enhance job knowledge and skills.

Serves on call 24 hours per day to ensure uninterrupted service for customers.

### **DATA INVOLVEMENT:**

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

### **PEOPLE INVOLVEMENT:**

Requires speaking or signaling to people to convey or exchange information of a general nature.

### **INVOLVEMENT WITH THINGS:**

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as water / wastewater plant equipment, or the application of complex software or systems; may involve installation and testing. Involves operations of limited scope.

### **REASONING REQUIREMENTS:**

Requires performing skilled work involving rules/systems with almost constant problem-solving.

### **MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

### **LANGUAGE REQUIREMENTS:**

Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in chemistry, biology or a closely related field.

## **CLASS TITLE: WASTEWATER TREATMENT PLANT OPERATOR**

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license.

Must possess or obtain North Carolina Level I Wastewater Treatment Operator certification within one year of employment.

### **EXPERIENCE REQUIREMENTS:**

Requires over one year and up to and including two years of experience in the operation and maintenance of machinery and equipment, preferably in a water or wastewater treatment plant.

### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires heavy work that involves exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.

### **ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, heights, toxic/caustic chemicals, disease / pathogens, confined spaces.

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities, color perception, odor perception.

### **JUDGMENTS AND DECISIONS:**

Requires very few decisions affecting only the individual; works in a environment with clear and uncomplicated written/oral instructions.

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may submit an application to:**

**Town of Waynesville,**

**Brittany Angel, HR Specialist**

**Human Resources Department**

**16 S. Main Street, Waynesville, NC 28786**

**Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**

**Applications will be accepted until February 24 ,2020**