

# **TOWN OF EXETER, NEW HAMPSHIRE**

## **POSITION DESCRIPTION**

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Position Title: **Wastewater Treatment Plant Operator**

Department: Public Works  
#832

Reports To: Plant Senior Operator

Date: April 2022

### **GENERAL SUMMARY:**

Under the direction of the Plant Senior Operator, performs technical and maintenance functions associated with wastewater treatment facilities.

### **ESSENTIAL JOB FUNCTIONS\*:**

- Responsible for the efficient and effective operations of the wastewater treatment plant during an assigned shift.
- Maintains appropriate local, state and federal report forms in accordance with rules and statutes.
- Maintains daily operations logbook.
- Acquires appropriate wastewater samples and conducts test procedures, as required.
- Maintains wastewater lift stations daily/weekly and assists Water & Wastewater Maintenance Technician at times as required.
- Monitors and adjusts SCADA apparatus in accordance with appropriate procedures.
- Inspects plant equipment and machinery, making adjustments as needed and performing proper cleaning and maintenance tasks.
- Continues to maintain wastewater preventative maintenance program for lift stations.
- Performs bi-annual grease trap inspections

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Operates hand and power tools as necessary.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.
- Must be available for holiday and weekend hours.

### **PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

- Duties require knowledge of wastewater treatment systems and operations equivalent to completion of a high school diploma along with advanced courses from a two-year college or technical school, and one to three years of related experience, or an equivalent combination of education and experience. New Hampshire Grade I license for Wastewater Treatment Plant Operators, Class II preferred; hold, or obtain in one year, and a NEWEA Class I Lab Technician Certification.

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*Wastewater Treatment Plant Operator*

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- Ability to work with others.
- Ability to interact respectfully and tactfully with fellow employees and the public.
- Ability to communicate clearly and concisely with others both verbally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to work with limited directions.
- Ability to gain a working knowledge of all pertinent local, state and federal rules, regulations and procedures.

### **SUPERVISORY RESPONSIBILITY:**

This job has no supervisory responsibility.

### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

Performs work in a plant setting, as well as outdoors in extreme weather conditions.

Physical demands include standing, sitting, stooping, completing of manual labor tasks, lifting of heavy objects (above 25 lbs), and work around fumes, chemicals and toxic substances.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\* External and internal applicants, as well as position incumbents, who become disabled as defined under the American with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

Approved April 2022