

**Town of Exeter, New Hampshire
Position Description**

Position Title: **Wastewater Treatment Plant
Senior Operator**

Department: Public Works
833

Reports To: Water/Sewer Superintendent

Date: September 2001

GENERAL SUMMARY:

Under the direction of the Water/Sewer Superintendent, responsible for ensuring compliance with federal, state, and local standards in accordance with the Town's permit.

ESSENTIAL JOB FUNCTIONS*:

- Performs day-to-day testing of the Town's wastewater for compliance with federal, state, and local rules and regulations.
- Responsible for contact with the State and EPA as dictated by the permit; submits discharge monitoring and state required reports; takes yearly State and EPA tests to maintain certification.
- Sets the budget for lab supplies, testing, and chemicals; develops specifications for bidding and purchasing of new pump station equipment or upgrades to the plant.
- Maintains inventory and orders lab supplies and chemicals for treatment and testing.
- Oversees plant operations for process optimization and efficiency.
- Schedules all industrial work assignments.
- Trains personnel in lab testing procedures and plant operations.
- Responsible for the safety of the treatment plant personnel and equipment.
- Maintains operation and control of pump stations and troubleshoots and problems.
- Participates in the maintenance of the Treatment Plant.
- Provides public education to visiting school groups.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs on-call coverage for emergencies and problems.
- Promotes and maintains positive community relations.
- Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require overall knowledge of wastewater treatment plant operation, laboratory/testing equivalent to completion of an Associate's degree and three to five years of related experience and/or training; or equivalent combination of education and experience. Grade II or higher Wastewater Operator's License required.

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PREPARATION, KNOWLEDGE, SKILLS & ABILITIES (continued):

Knowledge of the principles, practices, and methods related to the operation of a wastewater treatment plant.

Knowledge of state and federal regulations, procedures, and statutes.

Knowledge of the functions and servicing requirements of mechanical equipment and machinery common to wastewater treatment plants.

Knowledge of and skill in the use of laboratory equipment, instruments, procedures, and terminology.

Ability to operate a variety of plant pumping, treatment, and control equipment.

Ability to perform repair and routine preventative maintenance work on mechanical equipment.

Ability to read meters and charts accurately and to maintain required records.

Ability to communicate effectively both verbally and in writing; and to establish positive public relations for the Town.

Working knowledge of microbiology, electronics, gas and electric moors, and hydraulics and plumbing.

Ability to read blueprints.

Leadership, planning, management, organizational, and supervisory skills.

SUPERVISORY RESPONSIBILITY:

Supervises Plant Operator. Carries out supervisory responsibilities in accordance with the Town of Exeter's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating employee performance; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Periods of outside work, subject to all weather conditions and extremes.

Required to climb, bend, stand, walk, and lift.

Some exposure to high noise and electromagnetic field.

Exposure to human pathogens, toxic chlorine gas, and chemicals.

Potential exists for sustaining bodily harm in the performance of duties.

May spend periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.

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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 Americans 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 1/28/02