

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: WASTEWATER OPERATOR**

#### **WASTEWATER DIVISION**

#### **PUBLIC SERVICES DEPARTMENT**

##### General Statement of Duties

Performs difficult technical and administrative work planning and performing tasks necessary to provide wastewater treatment at multiple locations in the County.

##### Distinguishing Features of the Class

An employee in this class is accountable for providing and insuring environmental preservation in the collection, treatment and disposal of wastewater and in compliance with the County's NPDES permits. Work requires operating the plants, collecting and processing samples, and insuring proper maintenance of plants and related equipment resolving problems and handling requests for all systems and facilities. Work requires consultation with the Wastewater Supervisor/ORC in resolving technical problems and in planning expansions, extensions, and repairs. General administrative direction is received from the Wastewater Supervisor/ORC concerning matters of policy, budget, long range plans, and work priorities. Work involving inside and outside environments. The employee is subject to extreme hot and cold weather, and exposed to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, poor ventilation, and oils. Work that brings the employee in contact with sewage may subject the employee to compliance with OSHA standards on blood borne pathogens. Work is evaluated through conferences and reports and the acceptance of the community for the overall effectiveness of the wastewater systems.

##### Duties and Responsibilities

###### Essential Job Tasks

Serves as Back up Operator of the County's wastewater systems involving multiple treatment processes including biological, subsurface, and spray field plants; prepares and reviews a wide variety of records and reports required for regulatory compliance; analyses system performance and makes adjustments based on flow and laboratory analysis results.

Makes regular inspections of plant operations noting volume, flow, and other parameters, taking samples, and observing the operations of machines and equipment.

Inspects irrigation field for proper maintenance; determines when irrigation operations are needed and when to waste sludge.

Takes samples and transports to state certified laboratories; performs some standardized laboratory analysis for process control.

Prepares monthly reports and submits to state and federal agencies as required.

Performs preventive maintenance to pumps, motors, and equipment at the plants; cleans lagoons, clarifiers, and bar screens; makes repairs to plant equipment as needed.

Reads various charts, graphs, gauges, and meters; computes from readings and records the sewer volume pumped.

Inspects wastewater operations, equipment and facilities to determine adequacy and effectiveness of the system.

Works with other departments and staff in collaborative effort to manage storm water and help prevent flooding.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

#### Additional Job Duties

Completes assigned work by the Wastewater Supervisor/ORC or their designee. Performs related work as required.

#### Recruitment and Selection Guidelines

##### Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices of municipal wastewater utilities administration, planning, and organization.

Considerable knowledge of the principles, methods, and administration of wastewater treatment and pumping operations.

Thorough knowledge of federal, state, and local laws, ordinances and regulations governing the operations of wastewater systems.

Considerable knowledge of mechanical, electrical and other repairs and maintenance requirements for a variety of wastewater treatment processes.

Considerable knowledge of standard laboratory methods for a wastewater treatment plant.

Working knowledge of the application of information technology to wastewater treatment operations, laboratory analysis, preventive maintenance programs and reporting.

Working knowledge of civil engineering principles, practices, and procedures related to sewer utility.

Working knowledge of hazards and associated safety practices associated with the work including confined space entry and chemical safety.

Ability to conduct field inspections, read and interpret specifications, blueprints, and schematic drawings, and make recommendations to resolve construction, maintenance and design problems.

Ability to conduct standard laboratory analyses of wastewater.

Ability to research and prepare technical reports.

Ability to establish and maintain effective working relationships with town officials, other public officials, employees, contractors, and the general public.

Ability to communicate effectively orally and in writing.

#### Physical Requirements

Must be able to perform the basic life functions of walking, standing, fingering, talking, climbing, balancing, stooping, kneeling, reaching, pushing, pulling, lifting, grasping, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to inspect plans, designs, and written reports, prepare and analyze figures and data,

read measuring devices, and operate a computer terminal.

Desirable Education and Experience

Graduation from high school supplemented by chemistry, biology, or mechanical maintenance course work, or Associates Degree from a community college with a degree in environmental sciences, or related field preferred, and considerable progressively responsible related experience in a wastewater plant; or an equivalent combination of education and experience.

Special Requirement

Prefer Possession of a valid North Carolina driver's license.

Prefer Possession of grade II wastewater treatment certification.

Prefer Possession of Spray Field Irrigation Operator certification.

Prefer Possession of Grade I collection system operation certification.

Prefer possession of land application operator certification.