

Woodridge Lake Sewer District

TITLE: Senior Plant Operator Class II **GRADE:** Hourly
DEPARTMENT: Water Pollution Control **DATE:** Approved

POSITION DESCRIPTION:

The Senior Plant Operator Class II operates and performs skilled maintenance and repair work of instrumentation, electric motors and controls, pumps, pipes and equipment of the sewage treatment plant, inspects and maintains pump stations; and is responsible for Waste Water Treatment Plant in absence of Superintendent.

SUPERVISION RECEIVED:

Receives general supervision from the Superintendent or if filled the Chief Plant Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans and organizes work using a computer based maintenance program.
- Coordinates work assignments to assure minimum interruption of treatment process.
- Establishes priorities for work assignments, monitors progress, and logs completed work orders in the computer.
- Monitors progress of assigned tasks and ensures they are performed in accordance with standard practice.
- Coordinates with the Superintendent on solving equipment and operational problems.
- Reviews reports from laboratory and operational personnel concerning quality of effluent and acts to improve quality as necessary.
- Monitors wastewater entering the facility to detect discharge of unlawful and dangerous substances into the collection system. Takes action to protect the treatment process and equipment.
- Inspects equipment, pump stations, and collection system for efficiency in operation and to avoid breakdowns.
- Assists Superintendent in researching the need for, and installation of, new or replacement equipment.
- Responds to emergencies as needed.
- Follows and enforces standard safety procedures and regulations.
- Assists in training employees.
- Evaluates performance of assigned personnel.
- Assists with budget recommendations, expenditures, facility improvements, specifications for major equipment purchases, and material purchases.
- Performs duties of the Superintendent as required.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- A thorough knowledge of the operation, maintenance, and repair of wastewater collection systems and treatment equipment.
- Ability to diagnose equipment problems and perform necessary repairs.
- Ability to use computerized maintenance management software to set up and manage equipment maintenance.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in equipment maintenance.
- Ability to read and interpret meters, gauges, and accurately record results.
- Ability to establish and maintain effective preventative maintenance programs, policies and procedures.
- Ability to give clear, concise written and oral instruction and work effectively with staff, superiors, and the general public.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Ability to interpret plans, specifications, and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Must be able to work with minimal supervision.
- Must be able to work as a team member.
- Ability to perform basic mathematical computations.
- Ability to safely operate trucks in excess of 26,000 pounds GVW and other motor vehicles.
 - Ability to work on emergency call-out basis.
 - Is available to work weekends and holidays.
- Participates in “24 hour on call” rotation to respond to plant emergencies during hours when the plant is not normally staffed.

REQUIRED PHYSICAL AND MENTAL EFFORT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to use hands to finger, handle, feel operate objects, tools, or controls.
- Frequently required to reach with hands and arms.
- Occasionally required to climb or balance and safely work from a ladder.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Frequently required to walk, sit, talk, smell or hear.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Require vision abilities including; close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- Require sufficient stamina and health to perform strenuous physical labor in all weather conditions.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

- Frequently performs tasks in outside weather conditions.
- Frequently works near moving mechanical parts and is exposed to vibration.
- Frequently exposed to wet and/or humid conditions.
- Frequently drives a variety of motor vehicles.
- Frequently works in office setting subject to continuous interruptions and background noises.
- Frequently enters data into a computer and generates reports.
- Occasionally works in high, precarious positions.
- Occasionally exposed to fumes, airborne particles, toxic or caustic chemicals.
- Occasionally exposed to risk of electrical shock.
- Occasionally exposed to loud noise levels.
- Occasionally perform maintenance tasks in confined spaces.

TOOLS AND EQUIPMENT USED:

All tools and equipment required for collecting and analyzing process streams, maintenance of mechanical/electrical equipment, facility structures, and vehicles.

- Sampling and laboratory equipment.
- Power and hand tools and equipment for vehicle and mechanical system work.
- Mechanics tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles.
- Electrical equipment diagnostic tools including multimeters, megohmmeters, ammeters, and optical thermometers.
- Personal computer, calculator, phone.
- Computer and data management software.
- Mobile or portable radio.
- Safety equipment, such as a gas meter, tripod/winch, respirator, and typical PPE.

REQUIRED MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent and four years of experience in the operation of a Wastewater Treatment Facility of Class III or higher, or the combination of experience.
- Must possess a valid CT driver's license and maintain a clean driving record.

SPECIAL REQUIREMENTS:

- Desired - ABC (Association of Boards of Certifications) Class 1 Laboratory Technician Certification (CT DEP Class 1 Laboratory Operator Certification if/when adopted.)

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I have reviewed this documents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date