



# Job Description

## Water and Wastewater Treatment Plant Operator

### **Position Summary:**

1. Add Chemicals such as ammonia, chlorine or lime to disinfect and deodorize water and other liquids;
2. Inspect equipment or monitor operating conditions, meters and gauges to determine load requirements and detect malfunctions;
3. Collect and test water and sewage samples, using test equipment and color analysis standards;
4. Record operational data, personal attendance or meter and gauge readings on specified forms;
5. Operate and adjust controls on equipment to purify and clarify water, process or dispose of sewage and generate power;
6. Drive, operate and maintain Authority vehicles and equipment;
7. Maintain, repair and lubricate equipment, using hand tools and power tools;
8. Clean and maintain tanks, filter beds and other work areas using hand tools and power tools;
9. Direct and coordinate, when appropriate, plant workers engaged in routine operations and maintenance activities.

### **Basic Requirements:**

1. Education
  - a. Required-High school diploma or equivalent
  - b. Preferred-High School Diploma
2. Licensure
  - a. Valid NJDEP license or such higher license as may be required by NJDEP or USEPA and/or the Authority. Must obtain all future licenses and certifications as required by the Authority, the NJDEP and/or the USEPA.
  - b. Valid New Jersey Commercial Class B Driver's License with air brake, tanker and HAZMAT endorsement.



## **EVESHAM**

**MUNICIPAL UTILITIES AUTHORITY**

### **Qualifications and Responsibilities:**

1. Operate pumps, valves, chlorinators, telemetry controls, sludge presses and other water and wastewater flow regulating controls and equipment
2. At the direction of the department supervisor perform all operational and maintenance activities at the Authority's water distribution, water treatment, wastewater collection and treatment facilities and systems to ensure that the collection and treatment of wastewater and distribution of drinking water is performed in accordance with both State and Federal regulations.
3. Ensure prompt notification to the appropriate authorities, agencies and administrative personnel of any incident or occurrence in any Authority treatment/collection facility that constitutes a reportable violation.
4. Strong knowledge of State, Federal, County and local laws, rules and regulations related to water distribution, wastewater collection and wastewater treatment systems.
5. Must have the ability to read technical and repair manuals, plans, blueprints, technical specifications and other documentation related to the Authority's equipment and facilities.
6. Demonstrate solid interpersonal skills and the ability to foster positive interactions with co-workers and supervisors. Ability to work as a member of a team.
7. Demonstrate a high degree of integrity.
8. Be highly organized and capable of completing assignments according to a schedule.
9. Effectively interact with cop-workers.
10. Communicate with the Treatment Plant Supervisor other supervisory and administrative personnel on operational and personnel needs.
11. Perform in accordance with standard operating procedures for the designated area of responsibility.
12. Ability to keep accurate records, prepare and analyze comprehensive reports, prepare memos and other written correspondences.
13. Must demonstrate the ability to be self-motivated and possess the ability to work effectively with little or no direct supervision.
14. Must otherwise meet and be able to perform all of the essential functions of the position of Water Utility Plant Operator within a reasonable period of time as determined by the Authority.



## **EVESHAM**

**MUNICIPAL UTILITIES AUTHORITY**

### **Knowledge Skills and Abilities:**

Knowledge of: water collection, water and wastewater treatment; water distribution, wastewater disposal, recycled water reuse processes, systems and facilities; use and principles of computerized electronic equipment in the collection, storage and interpretation of water and wastewater operational data; basic chemistry and general laboratory practices and procedures; general operational and laboratory safety practices and procedures.

Skills in: operating and maintaining control and other equipment and machinery related to water and wastewater treatment.

Ability to: accurately read meters and charts; maintain safe and proper reservoir levels; coordinate potable water storage, usage and allotments; maintain written records of a shift operations; perform basic arithmetic calculations and compute volume and percentages using both standard and metric systems; perform routine chemical tests using accepted laboratory practices and procedures; read, write and follow oral and written directions in English; learn the operation and routine maintenance of computerized instrumentation and plant operational equipment; establish and maintain effective working relations with co-workers, other agencies and the public.

### **Essential Functions of the Position**

The duties of the position of Water and Wastewater Treatment Plant Operator include but are not limited to:

1. Exert force to move objects as follows:
  - a. Exert 25 to 50 pounds of force occasionally;
  - b. Exert 10 to 25 pounds of force frequently or greater than negligible;
  - c. Exert up to 10 pounds of force frequently.
2. Possess fine dexterity to operate various Authority equipment.
3. The ability to discern colors.
4. The ability to work with and detect odors.
5. Climb ladders and stairs.
6. Work in confined spaces.
7. Utilize personal protective equipment.
8. Ability to gather and process information in order to solve problems and make sound decisions.
9. Ability to use office equipment including but not limited to keyboards, computers and software including but not limited to Microsoft Office, Outlook and other Authority software.
10. Respond to remote facilities and perform field inspections and manage subordinates.
11. The ability to read, write, speak and understand the English language sufficiently to perform the functions of the position.



## **EVESHAM**

**MUNICIPAL UTILITIES AUTHORITY**

12. Must have the ability to read technical and repair manuals, plans, blueprints, technical specifications and other documentation related to the Authority's equipment and facilities.
13. Ability to effectively give orders, direction and instruction to subordinates.
14. Ability to evaluate subordinates performance and deliver both positive and negative feedback as needed.
15. Ability to communicate with the Authority's Administration and Board as needed in a professional and effective manner.
16. Ability to legally operate all of the Authority's vehicles and equipment on the public roadways.
17. Must demonstrate the ability to be self-motivated and possess the ability to work effectively with little or no direct supervision.
18. Must be able to report for work, on time, physically fit in a predictable and reliable manner.
19. Must be able to work extended hours and overtime as needed. Must be able to work any shift as needed to complete the Authority's mission.
20. Aptitude to attend training on and learn new processes and equipment as needed.
21. Self-control and tact necessary to respond to co-workers, subordinates and customer inquiries or complaints both verbally and in writing within a prompt time frame.
22. Ability to perform labor for prolonged periods of time under varying temperature and climate conditions, including the ability to bend and twist repeatedly, climb stairs and ladders, work at varying heights, mount and dismount vehicles of varying size as required;

### **Working Conditions**

1. Ability to work any assigned shift including nights, weekends and holidays;
2. Ability to walk on non-level, uneven and slippery surfaces;
3. Reaching, kneeling, climbing, crawling, grasping, holding and twisting various objects in the performance of daily activities;
4. May be required to lift and carry air packs, pumps, hoses, lab equipment and paper boxes weighing up to 50 pounds and may have the need to move containers of material weighing in excess of 200 pounds utilizing safe work practices;
5. Ability to work at heights including treatment tanks, storage towers, ladders, lifts, scaffolds;
6. Exposure to the following environmental conditions:
  - a. Wet;
  - b. Heat;
  - c. Cold;
  - d. Heavy dust and pollen;
  - e. Bright sunlight/glare;
  - f. Noxious odors;



# **EVESHAM**

## **MUNICIPAL UTILITIES AUTHORITY**

- g. Snow;
  - h. Ice;
  - i. Dirt;
  - j. Noise-Ability to utilize hearing protection and occasionally shout to be heard above the ambient noise level;
  - k. Vibration;
  - l. Bio-hazards;
  - m. Raw sewage;
  - n. Contact with various chemical substances;
7. Ability to wear self-contained breathing equipment and any other personal protective equipment required to complete an assignment;
8. Exposure to hazardous working conditions including:
- a. Moving machinery;
  - b. Confined spaces;
  - c. High voltage with the potential for arc flash;
  - d. Working in places with potential for fall related impacts;
9. Continuous work that cannot be easily or economically interrupted for breaks except at regularly scheduled intervals or at the completion of an assignment.