

**Northport Village Corporation
Utility Department
Wastewater Treatment Plant Operator Job Description**

Position Description

This is a part time, hourly employee of the Northport Village Corporation under the immediate supervision of the Utility Superintendent. The position is hired by the Overseers after consultation with the Utility Committee and Utility Superintendent.

The Wastewater Treatment Plant Operator performs a variety of semi-skilled and skilled duties necessary for the safe and efficient functioning of the wastewater treatment plant and wastewater pumping stations.

The Wastewater Treatment Plant Operator is anticipated to work approximately 725 hours annually. The schedule is weighted to the warm weather months of the swimming and disinfection season.

Essential Duties and Responsibilities

PLANT MECHANICAL OPERATIONS

1. Assists in the daily (7 days/wk) control, monitoring, maintenance and minor repair of the treatment plant, pump stations and associated equipment.
2. Records daily (7 days/wk) meter, gauge and chart readings, laboratory test results and other check list information in the daily logs of the plant and pump stations.
3. Reads and interprets meters, gauges and test results that monitor the pumping and treatment processes. Uses this information for controlling pumps, chemical feed rates and scheduling sludge removal to maximize treatment efficiencies, cost containment and regulatory compliance.
4. Schedules chemical deliveries, operates chemical-feeding devices and performs laboratory tests so that the proper level of chemicals used to chlorinate and de-chlorinate the wastewater is maintained.

LABORATORY OPERATIONS

5. Collects and analyzes daily (7/days/wk) grab samples of the wastewater for pH, settleable solids and residual chlorine to ensure it meets the standards of the discharge permit/license.
6. Coordinates, collects, and preserves weekly composite wastewater samples for shipping via courier to private laboratories for the weekly testing of TSS, BOD,

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and during the summer months, fecal coliform to ensure the wastewater meets the standards of the discharge permit/license.

7. Coordinates the collection and preservation of quarterly, semi-annual and annual composite/grab samples for shipment via courier (or personal delivery) to off-site testing laboratories to analyze the wastewater for mercury, whole effluent toxicity, priority pollutants and a suite of chemical specific parameters as required by the discharge permit/license.
8. Files "chain of custody" forms with the testing laboratory for each sample to be analyzed by others and ensures the samples received by the testing laboratory are delivered in time to satisfy the appropriate hold times of the specific testing procedure.
9. Performs QA/QC (quality control) tests on lab equipment and laboratory analyses and evaluates procedures and results for accuracy and precision.

GENERAL DUTIES

10. Maintains a parts, material and specialized tool and equipment inventory for repairs to the equipment used at the treatment plant, lab and pumping stations.
11. Provides standby duty and back-up to related positions for the Utilities Department. Provides emergency response as appropriate - days, nights, weekends and holidays.
12. Establishes and maintains effective working relationships with village associates, contractors, the public and others. Serves as a resource to the community on utility issues, providing information to and answering questions for Village residents.
13. Performs any other duties as assigned.

Qualifications

1. Must have experience with wastewater operations and be familiar with the general provisions of the 1972 Clean water Act, various state and local regulations, OSHA safety, lock-out and confined space entry procedures, and other requirements that may apply to the wastewater industry.
2. Must have the ability to perform and understand wastewater laboratory test procedures and results. Must be able to produce quality, accurate work and be able to detect and correct errors.
3. Must have skill in the operation of a variety of equipment, generators, pumps and common tools and have the ability to perform process control mathematical calculations.

4. Strong mechanical/electrical aptitude and knowledge of the proper methods, materials, tools and power equipment used in the maintenance of wastewater treatment plants and pump stations.
5. Must have a valid State of Maine driver's license, personal vehicle and the basic tools necessary to carry out the duties of maintaining a wastewater system.
6. Ability to understand and carry out oral and written instructions.
7. The Wastewater Treatment Plant Operator should live/reside in a location no more than 45 minutes from the NVC allowing for prompt response to emergency calls. It is preferred but not required that the Wastewater Treatment Plant Operator be a resident of the NVC.

Education and Experience requirements

A high school education or equivalent with an emphasis in biology, mathematics, chemistry or closely related field is preferred.

Any combination of training, education or experience that demonstrates an ability to perform the duties of the position is also required.

The typical qualifying entrance background is one year of experience as an operator or lab technician at a wastewater or water treatment plant. A Grade I Wastewater Treatment Plant Operator or Class I Water Treatment license is preferred but is not required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work is regularly active with occasional periods of heavy exertion and is performed in a lab or field setting. Typical positions require the operator to walk, stand, lift and carry up to 40 pounds; climb stairs and ladders; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors and colors.

While performing these duties, the Wastewater Treatment Plant Operator occasionally works outside in inclement weather. The operator is from time to time exposed to wet, hot or cold conditions. The noise level in the field is sometimes loud and in the office moderately quiet.

Slippery walkways, dangerous gases (chlorine, hydrogen sulfide, oxygen deficiencies) and malfunctioning equipment are potential hazards on the job if the Wastewater Treatment Plant Operator fails to follow correct safety procedures.