

# Wastewater Treatment Plant Operator / Public Works

Borough of Topton – Topton, PA

## *Job Description*

The primary function of this position is to work under the Borough of Topton's certified operator assisting in all facets of operation, testing, monitoring, construction, repair, maintenance, and replacement in regards to the wastewater collection system and wastewater treatment plant facilities and infrastructure. The position will assist with supervision and work under his own accord observing approved policies and procedures. This will include regular inspections of the plant, analyzing and evaluating operation and maintenance functions; and taking needed measures under the supervision of the operator to ensure efficient operation of the wastewater treatment plant. The position will include working with public works staff with road projects, plowing, grounds maintenance, building maintenance, and other various projects.

### Essential Duties and Responsibilities:

Work closely with the Borough of Topton's Certified Wastewater Treatment Plant Operator and Borough Personnel to maintain compliance with any and all permit requirements issued by the Department of Environmental Protection (DEP), United States Environmental Protection Agency (EPA), and all other regulatory agencies.

Participate in the preparation of engineering plans and specifications, competency of contractors and vendors, and the selection criteria for wastewater utility projects.

Assist in the preparation of quarterly flow audits and operation reports.

Assist in the analysis of wastewater, sludge, and effluent samples to provide data for efficient operation of the wastewater treatment plant.

Respond to complaints, evaluate situations, explain finding to operator and Borough Manager. Communicate with residents and property owners when needed.

Comply with and enforce all Borough policies and procedures including but not limited those outlined in the employee handbook. Perform all duties in a safe manner; adhere to work rules, regulations, and security standards as established by the Borough of Topton.

Attend staff meetings, as well as Council and Authority meetings as required.

Act as relief wastewater treatment plant operator.

Perform other related duties as required.

### Physical and Environmental Demands and Conditions:

The following demands are representative of the physical requirements necessary to perform the various duties and responsibilities of this position.

- Work is performed in both an office setting and outdoors to oversee facilities operations. Strength and endurance adequate for working in all kinds of weather and temperature conditions and changes are required.
- Perform assigned work with dexterity. The employee is frequently required to engage in physical activity and must be skilled in physical movement. While performing the duties of this position the employee is frequently required to use hands to finger, handle, feel, and/or operate objects, tools, and/or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and/or crawl.
- The employee is required to walk and stand for long durations, as well as sit, talk, and hear.
- The employee must frequently lift and/or move up to 50 pounds
- The employee must be willing to work outside normal term hours as required, including call in status.

The work environment characteristic described here are representative of the conditions an intern encounters while performing the essential functions of the internship.

- While performing the duties of this position, the employee occasionally works outside in adverse weather conditions.
- The employee occasionally works near moving mechanical parts or machinery.
- The employee is occasionally exposed to fumes, gases, toxic, and/or caustic chemicals and must follow the necessary safety precautions.
- On occasion the employee will be required to work in trenches and/or excavations at various depths; where in some instances shoring is required.
- The noise level in the work environment ranges in decibels, hearing protection may be required.

#### Education and Skill Requirements

- Must be able to communicate with others, read instructions, read maps, read blue prints, read rules, etc. Must be able to look up unfamiliar words in the dictionary for meaning, spelling, and pronunciation. Must be capable of using nonverbal communication to convey or exchange information.
- Be capable to communicate effectively in writing; authoring reports, letters, and preparing necessary documents.
- Must be able to follow instructions, policies, and procedures; keep accurate time and records; and be accountable and responsible for own work.
- Graduation from high school or GED equivalent.
- Successful completion of Operator Certification Program preliminary course, Class C or better.
- Basic Computer skills required, Microsoft Office and relevant skills to position.
- Valid PA State driver's license.
- Must be able to pass criminal background check and drug/ alcohol screening.

**The duties and responsibilities listed above are intended to be an illustration of the various types of work that may be performed. The omission of specific statements of work related duties does not preclude them.**

Job Type: Full-time

Salary: \$15.00 to \$22.00 /hour based on experience

### *Applicant Qualifying Questions*

- How many years of Wastewater Treatment experience do you have?
- Do you have the following license or certification: PA Driver's License?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- Are you authorized to work in the following country: United States?