

Operator

OMI Grade 3

Non-exempt

Reports to: Operations Supervisor
Project Manager
Project Director

Supervises: None

General Statement

Performs a variety of tasks in the operation and maintenance of a wastewater treatment plant including maintenance of equipment, quality control/testing and day-to-day activities on an assigned shift. This position requires an NJDEP S1 Operators License.

Essential Duties and Responsibilities

- Operates treatment facilities to control flow and processing of water/ wastewater, sludge, and effluent
- Monitors gauges, meters, and control panels
- Observes variations in operating conditions and interprets meter and gauge readings
- Operates valves and gates either manually or by remote control
- Starts and stops pump, engines, and generators to control and adjust flow and treatment processes
- Maintains shift log and records meter and gauge readings
- Collects samples and performs routine laboratory tests and analyses
- Performs routine maintenance functions and custodial duties
- Makes operating decisions in absence of supervisory personnel
- Understands and carries out oral and written directions
- Assists in keeping maintenance records using a CMMS system, develop computer spreadsheets, and use Word and Excel
- Ability to read and interpret construction plans, prints, specifications and Operations and Maintenance Manuals
- Establishes and maintains cooperative relationships with those contacted during the course of work
- Performs other duties as required
- Performs Job Hazard Analysis

Basic Qualifications

- High school diploma or GED
- Minimum of a NJDEP S1 Operators License
- One to five years of experience in operating water/wastewater treatment plants
- Possess a valid driver's license

Preferred Qualifications

- Basic familiarity of the principles and practices of water/wastewater treatment plant operations; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical sewage analyses; effects and problems of industrial waste in water/wastewater treatment processes; safe work practices
- Knowledge of SCADA, PLC and VFD systems
- Has applicable OSHA training including but not limited to Confined Space Entry and Lockout/Tag out procedures.
- Has obtained the NJDEP S2 Operators License

Working Conditions & Physical Requirements

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to service equipment, have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, push a push-type mower; wear and use appropriate safety equipment.

I have read and understand my job description.

Employee Signature

Date