

# **WATER/SEWER OPERATOR and TRANSFER STATION ATTENDANT (Split)**

## **JOB SUMMARY**

The purpose of this position is to assist, individually and with others, in the operation and maintenance of water/wastewater treatment plants, machinery and equipment according to approved performance standards for which the operating unit is responsible. This includes functions such as treating water/wastewater, clearing and maintaining treatment plant facilities, wells, pumping stations and equipment, tanks, performing preventative maintenance and repair work, and otherwise completing assigned work. This work will total at least 18 hours a week.

Work also includes assigned responsibilities at the Town Transfer Station. Employee shall regularly be assigned to the Transfer Station 22 hours per week. This work requires working most Saturdays until 2 PM. Performs routine work of a semi-skilled nature at the Transfer Station/Recycling Center. Responsible for the proper sorting and disposal of refuse, checking and issuing permits, sweeping, cleaning, operating weight scales, and other like duties.

Hours assigned to each task may be adjusted by the Town as necessary. Performance is subject to review according to the Town's personnel plan through observation, reports and the results achieved.

Compensation \$17 - \$20 per hour depending on experience and licensing. Full Time, Permanent Position.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Board of Selectmen who provides policy guidance. Work is evaluated through inspection of projects by the public and Board of Selectmen who also evaluate work in terms of overall effectiveness and economy of operations. Day to Day assignment of tasks and supervision is by the Water and Sewer Superintendent.

Supervision of Transfer Station Responsibilities is by the Transfer Station Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Water & Sewer

1. Inspects and operates all plant and equipment placed under his/her care and on which he/she is trained. Meets or exceeds treatment, procedural and other operating regulations and approved standards. Implements standard operating procedures and performs other assigned treatment plant, well, pumping station, and associated property maintenance work as appropriate.
2. Undertakes and completes preventative and routine maintenance for all facilities, machinery, and equipment which includes tasks ranging in complexity from custodial care to review of technical manuals, and the implementation of proscribed maintenance and repair procedures. Provides this assistance individually, to and with others.
3. Takes samples, monitors, analyzes and reports information regarding operating conditions and the results achieved. Implements corrective actions as appropriate. Responds to adverse weather conditions and other emergencies when called to provide for the continued operation and protection of facilities.
4. Confers with internal customers, municipal officials and others as directed regarding treatment plant, well and pumping station operations as appropriate.
5. Coordinates functions and activities with other operating units and Town departments as directed.
6. Performs preventive and corrective maintenance to plant equipment, mixing of chemical solutions, and operation of manual valves, general plant cleaning, painting and grounds maintenance. Performs routine laboratory analysis

for control of the treatment process. Analyzes, records and evaluates instrument readings and laboratory test results; makes process and treatment adjustments as required; determines remedial action in an emergency.

7. Operates the water/wastewater treatment and pumping stations using the SCADA system at the water/wastewater plant. Assists in the operation and maintenance of specialized equipment and activities.

8. Reports usage of stocked and other items.

9. Follows employee, facility and equipment safety procedures. Participates in training programs and activities and undertakes to develop knowledge of proper plant and equipment operations according to applicable regulations and established procedures.

10. Back-up pumping system operator in monitoring, record keeping and maintenance of Sewage Lift Station.

11. Responds to alarm situations at treatment plant at any time of day or night.

12. May enter and review operations information in computer based information systems.

13. Performs such other duties as may be assigned.

#### Transfer Station

1. Knows, understands, and implement the Transfer Station/Recycling Center operating rules and procedures; follows State laws pertaining to the operation of a transfer station/recycling center.

2. Checks permit stickers to monitor access to disposal facility by the public.

3. Oversees the deposit of all materials at the facility to insure the proper disposal and classification of all recycled materials. Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.

4. Maintains the cleanliness, neatness, and attractiveness of the entire facility.

5. Separates scrap metal; maintains scrap metal areas.

6. Controls and monitors burn areas.

7. Collects tires and collects and properly disposes waste oil.

8. Educates new residents in the proper use of the facility.

9. Attends training sessions as directed.

Performs related work as required.

### **WORK ENVIRONMENT**

Work is performed in office, plant, confined spaces, field locations, and vehicles. This includes the ability to work in, around, under and on top of machinery and equipment. May result in exposure to hazardous chemicals, gases, and conditions. Work is performed inside and outside in all weather conditions.

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### **QUALIFICATIONS**

General Education and Experience - Applicants for this position must have graduated from high school or earned a graduate equivalent diploma (GED).

Water & Sewer -- Other advanced training in water/wastewater treatment plant operations, pumps, motors or other skilled trade is preferred. An applicant must have three years of experience in the maintenance and repair of machinery and equipment, and the operation and maintenance of a water/wastewater treatment plant, one year of formal training in water/wastewater treatment. Mechanical, equipment systems, and record keeping knowledge is required. Knowledge and proficiency in regards to laboratory procedures within the water treatment field. Candidate should be computer literate and have working knowledge of Word Perfect or Microsoft Word, Quattro Pro or other similar spreadsheet programs.

Transfer Station -- NH DES certification.

### **MINIMUM QUALIFICATIONS**

Licenses –

Water & Sewer

A class II NH water treatment plant operator license and a class II water distribution license or the ability to acquire appropriate licensing within 18 months from the date of original appointment. Must possess a valid commercial

driver's license, or be able to acquire a NH CDL class B license within 2 years from hire, and have no offenses which would prohibit or restrict any insurance carrier from providing coverage to the Town. Obtaining additional certification or licensing may be required.

Possession of a valid New Hampshire Driver's License.

#### Transfer Station

NH DES certification as an attendant in training prior to start of service. Certification at least as a level 1 attendant within 90 days of hire. Certified as a level 2 operator within 1 year of hire. At least one year experience with municipal solid waste, recycling or hazardous waste desired.

Possession of a valid New Hampshire Driver's License.

### **PHYSICAL REQUIREMENTS**

Physical ability to perform the required work. For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful gases or fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (often up to 75 pounds). Required to regularly works outdoors under hazardous conditions, in varying and extreme weather conditions; employee may be exposed to continuous and excessive noise; noxious odors, fumes, and gases; toxins and caustic chemicals; fuels, lubricants, solvents, and other fluids; and household garbage and refuse, dirt, dust, oil, and other disagreeable materials. Physical demands include traversing rough terrain and climbing; and standing and walking on rough, wet, slippery surfaces, including dirt, grass, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees.