

Borough of Greencastle

Job Description

TITLE: Wastewater Treatment Plant – Part-Time Operator Trainee

REPORTS TO: Wastewater Operations Manager

DEFINITION:

The designated position is responsible for assisting in the daily operations at the wastewater facility and the pumping stations, as directed by the Chief Wastewater Operator. Job duties include general lab testing, process evaluations, equipment evaluations, and general recordkeeping.

TYPICAL EXAMPLES OF WORKED PERFORMED:

1. Receive training in process evaluations in order to determine proper operations or to identify possible deficiencies. Report potential problems to the Wastewater Operations Manager and take corrective actions as directed.
2. Perform basic wastewater and biosolids lab work and record the results.
3. Maintain a secure and safe environment of facilities, grounds, and equipment; and exercise proper housekeeping practices.
4. Perform twice daily walkthroughs of the plant, looking for any abnormal sights, sounds, or smells and report any abnormal findings to the Chief Wastewater Operator.
5. Operate motorized machines as needed.
6. The above list is not all inclusive of the duties you will be required to perform.
7. All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. You must have and maintain a valid motor vehicle license, preferably issued by the state of Pennsylvania.
2. You must be able and willing to complete projects with limited supervision.
3. You must have or be able to be trained in basic chemical, bacteriological, and biological processes and tests.
4. You must be able to keep clear and concise records.
5. You must be able to maintain a good work relationship with co-workers, plant and pumping station neighbors, and the general public.
6. You must be physically able and willing to work under all types of weather conditions.

I acknowledge that I have read the "Typical Examples of Work Performed" and "Required Knowledge, Skills & Abilities" for the Wastewater Treatment Plant – Part-Time Operator Trainee position; and I certify that I can perform these functions.

(Applicant Signature)

(Date)

(Witness Signature)