

Borough of Greencastle Job Description

TITLE: Wastewater Treatment Plant - Operator Trainee or Licensed Operator

REPORTS TO: Chief Wastewater Operator

DEFINITION:

The designated position is responsible for assisting in the daily operations at the wastewater treatment facility and the collection system, including the pumping stations, as directed by the Chief Wastewater Operator. Job duties include: maintenance of buildings, grounds, and equipment; general lab testing; process evaluations to assure proper operations; and other duties as assigned. The work will be done in a manner to fulfill the requirements set forth by the Pennsylvania Department of Environmental Protection (PA DEP) and the Borough of Greencastle. In addition to working regular weekday hours, after hours and/or weekend callouts are required. Job assignments also include assisting the Public Works Department on occasion.

TYPICAL EXAMPLES OF WORKED PERFORMED:

1. Receive training in, and assist with, wastewater and biosolids lab work and testing for process control and reporting purposes. Maintain written logs for daily, monthly, and yearly reporting requirements for in-house use and for compliance purposes.
2. Fill out the monthly worksheets, and input the numbers into DEP's eDMR for compliance purposes.
3. Assist in maintaining the wastewater treatment plant, all wastewater pumping stations, pumps, tanks, mains, manholes, and equipment owned or operated by the Borough. This involves repairing of equipment, sweeping, cleaning, and painting of buildings and equipment.
4. Clean the basket strainer in the non-potable water pump pit every week.
5. Begin, monitor, and end decanting from the digesters, as necessary for efficient operations.
6. Receive training in process evaluations in order to determine proper operations or to identify possible deficiencies. Report potential problems to the Chief Wastewater Operator and take corrective actions as directed.
7. Operate biosolids production equipment and clean up the equipment after each production event.
8. Operate biosolids disposal equipment in accordance with PA DEP and Borough standards.
9. Maintain a secure and safe environment of facilities, grounds, and equipment; and exercise proper housekeeping practices.
10. Evaluate the inventory of supplies necessary for proper operations and notify the Chief Wastewater Operator in a timely manner when something needs ordered. Chemicals, lab supplies, and replacement parts are a few examples of the supplies critical for proper operations.
11. You must maintain operational stability at all facilities during power failures, heavy rains, snows, or other manmade or environmental emergencies.
12. Mow grass, as needed, as well as perform some minor plumbing and electrical work.
13. Operation of Jet-Vac and other sewer roter equipment on mains and service lines.
14. Assist with Inflow and Infiltration investigations and inspections.
15. Inspect contractors work such as construction projects and collection system replacement and or rehabilitation.
16. Enter manholes for various reasons including the retrieval of: roots, grease, stone, and other debris.
17. Perform twice daily walkthroughs of the plant, looking for any abnormal sights, sounds, or smells.
18. Operate snow removal equipment, Street Department equipment, and other motorized machines.
19. Assist with winter maintenance duties, as needed, including assisting other departments.
20. Assist the General Administration, Water, and Public Works Departments as needed.
21. The above list is not all inclusive of the duties you will be required to perform.
22. All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, AND LICENSING STIPULATIONS:

1. You must have or be able to obtain within two years the necessary licenses as required by PA DEP. Currently, this is a **Class B – Subclass 1** license and a **Class E – Subclass 4** license.
2. You must maintain these licenses including completing the necessary Continuing Education Units (CEUS) as required by PA DEP.
3. You must have and maintain a valid motor vehicle license, preferably issued by the state of Pennsylvania.
4. You must be able and willing to complete projects with limited supervision.
5. You must have a High School diploma or a General Education diploma.
6. You must have or be able to be trained in basic chemical, bacteriological, and biological processes and tests.
7. You must be able to keep clear and concise records.
8. You must be able to manage multiple tasks and projects simultaneously.
9. You must be able to perform basic mathematical calculations and algebraic procedures for lab and operational purposes.
10. You must be able to maintain a good work relationship with PA DEP, co-workers, plant and pumping station neighbors, and the general public.
11. You must reside within 25 miles of the Wastewater Treatment Plant, located at 10339 Grant Shook Road, Greencastle, PA 17225, to ensure timely response to off-hours emergencies.
12. You must be physically able and willing to enter confined spaces such as manholes, lift up to 80 lbs., and work under harsh environmental conditions.
13. Use of email, Microsoft Word and Excel, and other associated computer programs is required.

I acknowledge that I have read the “Typical Examples of Work Performed” and “Required Knowledge, Skills, Abilities, Education, and Licensing Stipulations” for the Wastewater Treatment Plant positions; and I certify that I can perform these functions.

Applicant Signature

Date

Witness Signature

****Management has the right to recommend to the Personnel Committee additions and/or modifications to duties of the position at any time****