



## County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

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**Position:** Wastewater Treatment Plant Operator / Operator Trainees

**Department:** Water Department

**Reports To:** Director of Water and Wastewater

**Location:**

**FLSA Status:** Non-exempt

**Full-time/Part-time:** Full-time

**Seasonal:** No

**Posted Until:** Until Filled

### Summary

Performs skilled trades work operating a wastewater treatment plant, taking samples, reading gauges and charts, helping maintain plant equipment, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Treatment Plant Operator. Close supervision is exercised over Treatment Plant Operator Trainees until they are adequately trained to perform basic daily duties.

### Work Schedule

- Monday – Friday 7:30a.m – 4:00p.m.
- Weekend and Holiday rotations

### Essential Functions

- Conducts regular inspections of plant and equipment to ensure that it is in proper operation at all times.
- Records readings from instruments; maintains records on plant operations.
- Regulates and adjusts motor, pumps, blowers, valves, and other apparatus to meet changing operating conditions as directed by supervisor.
- Checks all plant equipment and chemical feed systems for proper operation.
- Changes plant process as necessary to improve plant efficiency.
- Collects wastewater samples for analysis.
- Performs laboratory analysis of wastewater influent, effluent, and process wastewater.
- Performs mathematical calculations associated with the treatment process to determine plant efficiency and meet environmental requirements.
- Travel to and perform routine inspections of sewerage lift stations.
- Performs general custodial and grounds maintenance work.
- Loads and unloads treatment chemicals, supplies, pumps, etc.

- May be required to work outside normal work hours in on-call and emergency situations.

### **Knowledge, Skills, and Abilities**

- General knowledge of the operating characteristics and maintenance requirements of a water and/or wastewater treatment plant
- General knowledge of hydraulic, chemical, and mechanical principles pertinent to water and/or wastewater treatment plant operations
- General knowledge of the occupational hazards of the work and of the necessary safety precautions
- Ability to detect flaws in the operation of equipment and to effect proper remedial measures
- Ability to understand and follow oral and written instructions
- Ability to read meters and charts accurately; skill in the use and care of hand and power tools; mechanical aptitude
- Ability to keep records and prepare reports
- Ability to operate a personal computer, including general knowledge of applicable software packages
- Ability to establish and maintain effective working relationships with associates

### **Education and Experience**

- High school graduate or equivalent required
- Associate's degree in an associated field preferred
- Wastewater operators' class 2 license or must obtain within two years

### **Physical Requirements**

- This work requires the occasional exertion of up to 10 pounds of force
- Work regularly requires sitting, frequently requires speaking or hearing, and using hands to finger, handle, or feel
- Occasionally requires standing, walking, reaching with hands and arms, lifting, and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas through the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g., business office, light traffic).

*This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.*

*As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion,*

*sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.*