

WESTTOWN TOWNSHIP

JOB DESCRIPTION

TITLE: WASTEWATER TREATMENT PLANT OPERATOR
DEPARTMENT: PUBLIC WORKS
LOCATION: WASTEWATER TREATMENT FACILITY
FLSA STATUS: NON-EXEMPT
SUPERVISOR: DIRECTOR OF PUBLIC WORKS

GENERAL DESCRIPTION

This is a full time position responsible for operating, monitoring, and maintaining the Township's wastewater treatment facility and sanitary sewer collection system.

ESSENTIAL DUTIES

- Perform all aspects of sampling, monitoring, and testing required to maintain compliance with federal, state, and local regulations governing the wastewater treatment process
- Perform installation, maintenance, and repair of physical plant and pump station components
- Assist in the performance of regular and unscheduled maintenance and repairs on all plant and pump station equipment and machinery
- On call response to emergencies and breakdowns at the plant or pump stations
- Maintain open communications with the Director of Public Works regarding the treatment process and operations of pump stations, any malfunctions, and make recommendations for repairs and improvements to these systems
- Schedule routine sludge hauling and tank cleaning
- Assist with sludge bid specifications and preparation
- Order materials and equipment required for treatment plant operations
- Assist with road maintenance and snow removal operations as needed
- Perform other related work as required by the Director of Public Works.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, TRAINING, & EXPERIENCE

- PA DEP Wastewater Certificate Class C, E, subclass 1, 4
- Knowledge in the maintenance and operation of sewer collection and conveyance systems, including flow meters, small motors, grinder pumps, and pumping stations
- Methods, practices, materials, tools, and equipment used in street, utilities, park maintenance, and construction work;
- Occupational hazards are present and knowledge of applicable safety precautions to be followed;
- Ability to prepare and maintain records and activity reports using MS Word and Excel;
- Possession at all times of a valid Class B commercial driver's license (CDL) with air brake endorsement issued by the Commonwealth of Pennsylvania.

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PHYSICAL REQUIREMENTS

- This position must complete a physical examination and is subject to random drug testing.

EQUIPMENT

- Safe use/operation of all Township heavy equipment
- Safe use/operation of all light construction tools
- Safe use/operation of all vehicle maintenance equipment
- Personal Computer
- Copy/Fax Machine
- Telephone System