



# New Hanover Township Job Description

**Job Title:** Wastewater Treatment Operator III    **Department:** Authority  
**Category:** Non-Exempt    **Supervisor:** Authority Superintendent

## POSITION SUMMARY:

The purpose of this job is to perform a variety of skilled labor tasks relating to the proper operation and maintenance of New Hanover Township's Wastewater Treatment Plant ("WWTP") facilities and collection systems.

## POSITION REQUIREMENTS:

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

- Collaborate with the Wastewater Treatment Facility Operator I, the Wastewater System Superintendent and the Wastewater System Assistant Superintendent to make process control decisions to optimize treatment performance and permit compliance through laboratory examination, microscopic evaluation of microorganisms and knowledge of treatment.
- Maintain and calibrate process control equipment such as dissolved oxygen meters and probes, pH probes and solids testing equipment.
- Conduct various analytical tests and analysis including, but not limited to, tests and analysis to ensure compliance with NPDES permit and daily DMR tests of Dissolved Oxygen and pH.
- Complete daily equipment checklist at the treatment facility.
- Basic troubleshooting of, and assistance of repair in, WWTP and pump station equipment.
- Participation in Inflow/Outflow investigation and repair, including entry into confined spaces.
- Cleaning, including but not limited to, pump station wet wells, floats and level sensors and treatment facility tanks and other equipment.
- Operating the Gravity Belt Thickener and Belt Filter Press.

- Preventative maintenance of all equipment located at the WWTP, pump stations, and throughout the collections system.
- Perform related work as required and other duties as assigned.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- High School Diploma or a GED is required.
- Possession of a valid Pennsylvania Motor Vehicle Operator's License.
- Possession of, or the ability to attain within eighteen (18) months of employment, a Pennsylvania Department of Environmental Protection Wastewater System Classification B, Subclassification 1 and 4, Operator Certification.
- Receipt, within six (6) months of employment, of a CDL Class B Commercial Driver's License with an airbrakes and tanker endorsement.
- The person in this position is required to maintain the status as an operator in responsible charge at the treatment facility by completing the required continuing education for Pennsylvania Wastewater Treatment Operator license renewal.

**NECESSARY OCCUPATIONAL TRAITS:**

- Proficiency in the use of pertinent computer software, including, but not limited to, Microsoft Outlook, Excel and Word, SCADA systems, PLCs and operation/maintenance software systems.
- Mechanical ability regarding the operation of various equipment, including, but not limited to, pumps (gas and electric), valves, and motors.
- General knowledge of treatment plant instrumentation.
- Ability to accurately read, understand and record meter and gauge readings.
- The person in this position is required to have the ability to safely operate all vehicles and equipment at all times.
- The person in this position will be required to work weekends and holidays as part of a rotation.
- The person in this position will be required to work in an "on-call" rotation to respond to emergencies, equipment malfunctions and/or breakdowns at the WWTP, pump stations and collection system.
- Regular and predictable attendance is required.
- Must work cooperatively with others.

- Must relate to Township personnel, Wastewater System Superintendent, Wastewater System Assistant Superintendent, Township Manager, and the public in a professional, courteous and respectful manner.

### **WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee in this position:

- frequently operates, moves and transports various vehicles, equipment and machinery, all of which may present a danger of injury, serious injury or death;
- must be able to use body members to operate, work, move or carry equipment, objects or materials;
- will frequently be required to lift and carry (without assistance) tools, equipment and other objects weighing up to fifty pounds;
- position must have the ability to constantly work with hand tools in various positions;
- must have moderate levels of eye/hand/foot coordination;
- frequently positions oneself to perform physical labor in a standing, crouching, stooping, kneeling or crawling fashion and must be able to constantly reach above shoulder level to perform operating and maintenance tasks;
- may occasionally be required to ascend/descend a ladder or other similar device or confined-space equipment in order to perform the essential functions of the job, and must be able to work in confined spaces;
- may be required to communicate with individuals in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations;
- will be exposed to severe, inclement weather conditions when performing the work required by the position, as well as when traveling to and from the job;
- must have the ability to perform physical manual labor indoors and in outdoor weather conditions;
- must have moderate visual acuity to be able to read, understand, and record meter and gauge reading; and
- is required to have the ability to effectively communicate with Township Personnel, the Wastewater System Superintendent, the Wastewater System Assistant Superintendent, the Township Manager and the public.

**SELECTION GUIDELINES:**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_