

REPORTS TO: Public Works Director

CLASSIFICATION: Full-time regular

DATE APPROVED: TBD - *Replaces all prior revisions*

DEPARTMENT: Public Works

FLSA STATUS: Non-exempt



JOB SUMMARY:

The City of Hampton is accepting applications for a full-time Wastewater Treatment Plant Operator. This position is responsible for the operation, maintenance, and repair of the City's wastewater treatment plant.

POSITION CONTEXT:

While performing the duties of this job, the employee may be required to sit, stand, talk, and operate multiple types of equipment in varying degrees of temperature for an extended period of time.

ESSENTIAL FUNCTIONS:

- Performs inspection, operation, and maintenance of lift stations, electrical controls, pumps, odor scrubbing devices, and valves to ensure proper operations; records pump run times and flow totals; checks calibration of pH and gas meters associated with order scrubber equipment; inspects and adjusts operation of chemical feed pumps and lines;
- Performs scheduled preventive maintenance on motors and pumps; inspects operation of chlorination equipment; performs general cleaning/maintenance/repair tasks necessary to keep equipment and tools in safe/operable condition; reporting problem situations to immediate supervisor in a timely manner;
- Controls wastewater treatment plant operations in accordance with all established regulations, standards, and procedures;
- Prepares and completes various forms, reports, correspondence, logs, and other documents;
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintaining an awareness of new methods, trends, and advances in the profession of wastewater treatment;
- Performs necessary sampling and tests to ensure compliance with federal Environmental Protection Agency (EPA) and Environmental Protection Division (EPD);
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of modern principles, practices and techniques of wastewater collection and treatment;
- Knowledge of materials and equipment used in the full range of wastewater systems operations, maintenance, and repair;
- Knowledge of safe work practices including chemical storage and handling;
- Knowledge of basic report preparation techniques;
- Knowledge of the practices, methods, tools and materials used in the maintenance of water plant pumps, equipment and facilities;
- Knowledge of State and federal laws concerning water, water sampling and water treatment;
- Knowledge of the occupational hazards and appropriate safety precautions used in the handling of hazardous chemicals and operation of power tools, mowers, pumps, etc;
- Skill in oral and written communication;
- Ability to work independently;
- Ability to operate and maintain a variety of wastewater collection and treatment equipment;
- Ability to read and interpret plans and operation manuals;
- Ability to communicate technical information clearly and concisely to a variety of audiences, including but not limited to section staff and management;
- Ability to demonstrate equipment operations and proper repair techniques.

MINIMUM QUALIFICATIONS:

Education:

- High school diploma or general education degree (GED) or equivalent.

Experience:

- Minimum 1 year of experience operating in a wastewater treatment plant facility or water chemistry preferred; must possess a valid State of Georgia driver's license.

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.