

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: June 2014
REVISED: November 2015

JOB TITLE: Plant Operator Assistant

DEPARTMENT: Treatment Operations

FLSA: Non-Exempt

REPORTS TO: Plant Supervisor

Category: Essential

SUMMARY OF RESPONSIBILITIES

Entry-level position to train in the operation of the water/wastewater plants and equipment used to collect, treat, and dispose of waterborne domestic and industrial waste, treat and disinfect drinking water supplies safely, efficiently, and in accordance with specified procedures. Monitor operations to determine the efficiency of the treatment facility and quality.

ESSENTIAL JOB FUNCTIONS

1. Follow instructions to operate water/wastewater plant equipment according to standard procedures. Perform required chemical and physical laboratory tests to determine the efficiency of the operation and the acceptable quality of the treatment process.
2. Observe monitoring equipment, record information, maintain charts, and make adjustments to the process where indicated to ensure that all plants, lift stations, and booster stations are operating properly and safely.
3. Assist in maintaining the building and grounds (e.g., painting, miscellaneous repairs, routine housekeeping, etc.), all work areas, and equipment in a clean and orderly manner.
4. Perform preventive maintenance on sewage pumping stations and plant equipment (e.g., grease, change oil in motors, etc.), unclog pumps as needed, and make minor repairs on mechanical and electrical equipment.
5. Remove and transport biosolids to disposal sites. Transport, deliver and change chlorine, sulfur dioxide, and fluoride barrels to water/wastewater plants using handcart or hydraulic lift gate.
6. Maintain accurate and timely records and reports.
7. Communicate with Plant Supervisor and/or Sr. Operator on questions about procedures or problems.
8. Must be able to come to work promptly and regularly.
9. Must be able to take directions and work well with others.
10. Must be able to meet deadlines, and perform work accurately.

11. Must be able to react to changing business needs effectively, and handle other tasks as assigned.

QUALIFICATIONS / BASIC JOB REQUIREMENTS

1. High school graduate or equivalent preferred with some course work in chemistry, biology, or related science. **Must achieve a Class IV Wastewater license or higher through a program recognized by the Virginia Board of Certification of Water and Wastewater Works Operators within 6 months of employment.**
2. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
3. Must have an understanding of basic mathematics, mechanical and electrical knowledge, use general hand tools, and be able to operate a motor vehicle.
4. Ability to perform several tasks at the same time.
5. Must exhibit a positive attitude to effectively deal with the public, agency officials, and co-workers.
6. Must possess a valid Class B Virginia Commercial Driver License with H and N endorsements or be able to acquire the same within 6 - 12 months of hire.

WORKING CONDITIONS

1. Regularly works in all outside weather conditions.
2. Subject to contact with liquid water, wastewater and vapors, confined space, electricity, hazardous materials, and blood borne pathogens while performing duties. Frequent exposure to dust, fumes, noise, extreme heat/cold and occasional exposure to uneven terrain and heights.
3. Occasional sitting, lifting (over 75 pounds with operator or mechanical assistance), carrying (up to 75 pounds without assistance), pushing, pulling twisting, climbing, stooping/bending, kneeling, reaching, grasping, repetitive movements, and driving a motor vehicle(s).
4. Required to work irregular schedules on an as needed basis, which includes overtime, night duty, weekends, and holidays. Subject to call-in for emergency assignments.
5. Must have a home telephone.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Random drug and alcohol test for all employees required to have a CDL.

EQUIPMENT OPERATED

Pumps, motors, valves, chemical feed equipment, laboratory equipment and other equipment used with water/wastewater treatment.

SAFETY REGULATIONS AND HAZARDS

- 1. Must observe all safety rules and regulations for confined space, lock out tag out, fall protection, driving equipment, hazard communication, slips, trips, and falls, and any other safety hazard related to your position. Must wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts etc.).
- 2. May not operate any equipment or enter any confined space without prior training.
- 3. Must attend all safety meetings
- 4. Fishersville WWTP operators must have current Fork Lift Certification

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____