

**MILLERSVILLE BOROUGH
JOB DESCRIPTION**

JOB TITLE: Sewer Plant Operator
DEPARTMENT: Sewer Department

GENERAL SUMMARY: Under direction, operate and maintain plant equipment and treatment units to produce the best possible effluent and meet state and federal standards; operate belt press to achieve quality solids removal, collect and perform laboratory tests on waste water samples, perform collection system maintenance tasks, perform general maintenance tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Tour plant to collect waste water samples from tanks, monitor equipment and perform maintenance checks to prevent or correct malfunctions; draw off sludge from primary tanks, clean rotomat, rake bar screens, manually clean off rags; adjust tank levels to optimize treatment, change incoming flow chart; check blowers supply tank, raw sludge tank, pumps; operate valves to change direction of flow based on function to be performed in particular tank; change oil filters, perform routine motor repair; pump grit from grit removal apparatus; test backup generator.
2. Perform laboratory tests and analysis on waste water samples; e.g. determine amount of suspended and settleable solids and amount of dissolved oxygen, analyze pH to determine corrosivity of waste water, perform chlorine residual tests, record data in workbook; perform plant performance testing, i.e., MLSS, MLVSS, DO, SBR basins, solids content in digesters, sludge off belt press; clean and maintain laboratory equipment, glassware, instruments and work area; calibrate instruments and prepare reagents.
3. Operate sludge belt press; pump sludge onto press, run pH test, interpret and control gauges, flow meter and control board; add polymer to sludge for coagulation; observe press operation to prevent overrun and check for dryness; correct routine malfunctions, clean process water screens, change oil in air compressor, grease belt replacement.
4. Assist with implementation of land application program; check pH levels of tank as sludge comes off press; add quick lime to neutralize acidic value of sludge, transfer sludge to drying bed, receive call from owner to haul and apply sludge to land; test owner's ground, surrounding water and sludge to ensure proper application rate in accordance with permit guidelines; i.e., levels of nitrate, pH, zinc, mercury, etc.
5. Respond to PA ONE system calls to assist with location of sewer lines; interpret Borough maps and sewer charts, measure distances from manhole covers, locate and mark sewer lines; record changes or corrections to sewer chart.
6. Repair broken or clogged sewer lines; display safety signs at work site, flag traffic, lift manhole covers, operate vacuum and/or flusher equipment, or manually unclog sewer lines and remove excess debris and grease; inspect and diagnose problem; break asphalt and other pavement to excavate; cut damaged section of pipe with cutters, remove broken section, replace broken pipe and reconnect using pipe sleeve, insert patch couplings or mechanical bands; replace manhole covers and/or sealers, perform flow meter tests, haul materials and equipment.
7. Perform general maintenance duties at sewer pump stations, facilities and grounds; mow grass, pull weeds, spread mulch, shovel snow; mop floors, wash windows and ceilings, clean bathrooms, wash down equipment; wipe down surfaces, paint, clean wet wells, repair driveway; assist with preventative maintenance and repairs, e.g. assist in adjusting pump station levels, remove pumps, observe irregularities, check for safety or security problems; inspect pump stations and perform routine maintenance; change flow charts, record hours on pump; clean bar screens; observe unit for possible malfunctions; perform routine repairs of pumps, blowers.

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8. Respond to complaints from the public; explain services provided, report non-routine problems to Sewer Superintendent.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school degree or the equivalent and a B - 1 State license for operation of a waste water treatment plant; possession of a Pennsylvania Commercial Driver's License, Class B with air brake and tank endorsement is required to operate Vactor truck.

Knowledge:

Thorough knowledge of waste water treatment process.
Thorough knowledge of plant operation standards as outlined in the operations and maintenance manual.*
Thorough knowledge of general maintenance and repair practices for treatment facility.*
Thorough knowledge of safety standards and procedures in treatment plant environment.
Thorough knowledge of laboratory testing methods and procedures.
Thorough knowledge of chemicals used in treatment process. *
Thorough knowledge of department rules and procedures.*
Advanced knowledge of mechanical principles involved in the operation of motors, pumps, belts and blowers.
Advanced knowledge of computer data entry procedures.*
Thorough knowledge of sewer line maintenance and repair practices and procedures.*
Thorough knowledge of geographical layout of municipality.*
Basic knowledge of pump station housekeeping.

Skill:

Operation of light equipment, including tractor mower, bobcat loader and maintenance truck.
Operation of hand and power tools, e.g. welder, cutting torch, chain saw, hoists.
Operation of heavy equipment, including dump and Vactor trucks.
Operation of computer keyboard.

Abilities:

Ability to work independently but remain flexible in accordance with demands of shift and work team in order to achieve unit objectives.
Ability to prioritize tasks to maintain optimum operating conditions and meet time schedules required for sample collections.
Ability to adhere to safety standards and recognize safety warnings and hazards.
Ability to inspect equipment, diagnose nature of problem and take action or recommend course of action.
Ability to prepare accurate records.
Ability to add, subtract, multiply and divide.
Ability to interpret a variety of detailed operating instructions, charts, manuals and reports.
Ability to demonstrate physical fitness, to include very frequent moderate weight lifting (ladders, small pumps, garbage cans, power tools, etc.) and occasional heavy lifting (cement drums, electric motors, polymer bags, etc.) standing and walking for long periods of time, frequent stair climbing, bending and reaching; lifting, pulling and moving hose.

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Working Conditions:

Work is frequently performed alone, either inside around noisy equipment or in the outdoors in a variety of weather conditions. Adherence to safety standards is required for work which is performed on and around a variety of potentially hazardous electrical or mechanical equipment, occasionally around hazardous substances, such as chlorine gas, and also in wet wells. Work could require twenty-four hour on-call status periods. Occasional overtime is required, especially during periods of emergency. Work will occasionally involve responding to angry or upset members of the public.

DISCLAIMER:

Job descriptions are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Sewer Superintendent
FLSA STATUS: non-exempt
DATE: April 2015