

# OXFORD AREA SEWER AUTHORITY

Position Title: Wastewater Treatment Plant Operator

FLSA Status: Non-exempt

Pay Grade: Hourly

Location: Plant

Reports to: Operations Supervisor and Executive Director

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## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates sewage treatment, sludge processing, and disposal equipment in wastewater treatment plant to control flow and processing of sewage. Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage.
2. Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements.
3. Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes.
4. Maintains log of operations and records meter and gauge readings.
5. Collect sewage samples and conduct laboratory tests.
6. Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations governing the wastewater treatment process.
7. Assist with the installation and inspection of sewer lines and services.
8. Perform the installation, maintenance and repair of the physical plant and pump stations and all of their components.
9. Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.
10. On call to respond to emergencies and breakdowns at the plant and pump stations.
11. Conduct the necessary weekend checks of the treatment plant on a rotating basis.
12. Respond to complaints from public; explain services provided by OASA, report non-routine problems to Operations Supervisor.
13. Perform any other job duties that may be necessary and not included on this list.

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## Knowledge:

- Knowledge of safety practices and procedures.
- Knowledge of OASA policies, rules, and regulations.
- Knowledge of geographical layout of municipalities covered by OASA.

## Skills:

- Problem solving and ability to resolve conflict.
- Operate light and heavy equipment; including tractor mower, small dump truck, loader, backhoe, and light trucks.
- Operate power tools; including jackhammer, air compressor, saws, drills, hoist.
- Use of hand tools.

## Abilities:

- Ability to cooperate with coworkers on group tasks.
- Ability to carry out written and oral instructions.
- Ability to prepare accurate records.
- Ability to demonstrate polite and courteous manner toward the general public.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to interpret geographical maps, sewer charts, and blueprints.
- Ability to demonstrate physical fitness, including long periods of standing or sitting, squatting, bending, climbing or descending stairs or ladders, and reaching.
- Ability to lift light objects up to 10 lbs. continuously; ability to lift medium objects up to 25 lbs. frequently; ability to lift heavy objects up to 100 lbs. occasionally.
- Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and road equipment.
- Ability to respond to emergencies on a 24-hour basis.

## Education/Employment:

- High school diploma/GED required.
- Operator License
- Any combination of education and experience that indicates possession of the skills, knowledge, and abilities listed above. An example of acceptable qualifications for this position in a previous work related experience.