



Utilities Operator III

Public Works

Position # : PWD 1225
FLSA: Non-Exempt
Grade: 15

JOB SUMMARY

This position is responsible for assisting in the operations and maintenance of the county's wastewater treatment plants and the county's water distribution system.

MAJOR DUTIES

- Monitors plant for proper operation and to ensure compliance with all state and federal permit requirements.
- Makes process control decisions for permitted effluent discharge.
- Ensures compliance with safe work policies and procedures.
- Performs equipment checks and general equipment maintenance.
- Collects samples; performs laboratory analyses to ensure that treatment facilities are operating efficiently; carries out corrective actions.
- Makes rounds of plants; reads gauges and meters; records readings.
- Maintains maintenance and chemical analysis records; prepares logs, records, and reports, including required local, state, and federal reports.
- Responds to after-hours emergencies when on call.
- Prepares a variety of regular and special reports.
- Attends required training classes.
- Operates a truck and fork-lift.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater treatment plant principles, operations, and equipment.

- Knowledge of chemistry, mathematics, and biology.
- Knowledge of safe work principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of department policies and procedures, and federal, state, and local laws and regulations.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in the operation of heavy equipment.
- Skill in the operation of hand and power tools.
- Skill in planning, organization, and decision making.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Utilities Operations Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include uniform plumbing and electrical codes, National Pollution Discharge Effluent Standards, state and federal environmental regulations and guidelines, and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and technical duties. Changing environmental conditions contribute to the complexity of the position.
- The purpose of this position is to assist in monitoring and coordinating the operations of wastewater treatment plants. Successful performance contributes to the efficiency and effectiveness of plant operations and to compliance with federal and state regulations.

CONTACTS

- Contacts are typically with co-workers, contractors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or

crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

- The work is typically performed in a wastewater treatment plant. The work may also be performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts and contagious or infectious diseases. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.