

TOWN OF NORWAY WASTEWATER

Job Descriptions for system operator

Job summary:

The system operator is responsible to perform semi-skilled labor in the maintenance, operation, and repair of the town's treatment plant, collection system, pump stations and grounds. And to perform a variety of related duties as assigned from the superintendent. The system operator is required to be on call 24 hours a day when it is his/her week to carry the on call phone or be called out at any hour as needed.

Examples of Duties:

(Duties may include but are not limited to the following)

“SAFETY FIRST”

Maintenance and repair of the sewer lines, manholes, pump stations.

Clean wastewater collection systems; open clogged lines, clean manholes, wet wells, and lift stations.

Operate a variety of heavy equipment backhoe, vac-truck, pressure washer, and other related equipment.

Perform preventative maintenance on trucks and other related equipment.

Perform preventative maintenance on the aerators in the lagoons.

Perform daily pump station, treatment plant and step screen checks.

Collect daily process control samples.

Maintain daily operation and maintenance records: of pump station hours, and daily maintenance records.

Work in a safe manner; follow all safety requirements as required by the town, state or federal safety regulations.

Practice good housekeeping to maintain plant appearance, maximize safety, and improve operation.

Advise the superintendent of potential problems in operation and maintenance of the system.

Participate in training courses and keep informed of the latest operation and maintenance techniques.

Perform other related Duties as directed by the superintendent.

Essential Functions:

Meets the physical requirements necessary to safely and effectively perform required duties.

Knowledge of uses and purposes of general construction tools and equipment.

While performing essential functions the employee is occasionally expected to lift and/ or move more than 75 pounds.

Working Conditions:

Most duties are performed under periodically disagreeable working conditions, working outdoors, sometimes in adverse weather, exposed to water, mud, dirt, grease; some work may require more frequent exposure to disagreeable conditions including fumes, odors, chemicals, infectious waste, equipment noise vibration, traffic, heat, cold, and dampness. Incumbents may be required to work overtime, respond to after hour emergencies.

License Required:

Possession of a valid Maine driver's license, Class (B) desirable.

Education and Experience:

High school diploma or equivalent.

Some experience driving large vehicles, operator tractors or loaders.

Experience with sewer type work and general construction.

Training and license from state of Maine as an operator is desirable.

This is to acknowledge that I have received a copy of this description and understand its contents.

January 2004

Employee signature: