

Town of Yadkinville

JOB TITLE:	Alternate Utilities Operator	REPORTS TO:	Lab Supervisor, WWTP ORC, Water Plant ORC
DEPARTMENT(S):	Lab, WWTP, Water Plant	APPROVED BY:	
EFFECTIVE DATE:	1/27/2008	REVISION NO.: 1	PAGE: 1

JOB SUMMARY

To operate the water plant, waste water treatment plant, and/or labs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Analyzes samples from the wastewater plant and water plant for quality assurance by performing tests such as residual and total chlorine, effluent fecal chorine, BOD and COD levels, conductivity, total solids, percent solids, total suspended solids and total dissolved solids, SOUR and OUR, total phosphate, metaphosphate and orthophosphate, pH and alkalinity, ammonia-nitrogen levels, fecal coliform plating, and manganese, iron and hardness levels.
- Performs general lab duties by preparing reagents and glassware used in testing, maintaining housekeeping of the lab area, performing inventory and order supplies as necessary, and reviewing lab data for potential problems within the plant or with the testing equipment.
- Monitors wastewater conditions by calibrating and prepare testing equipment, performing daily monitoring and tests, recording data in appropriate logbooks, and filling out any other required documentation, collecting samples at plant and at creek sample locations (3 times per week), delivering samples to lab, ensuring that the equipment is functioning properly, cleaning clarifier area, and filling out chain of custody reports.
- Performs water plant operations by preparing for daily operations by reading and verify log book entries and inspecting the plant for problems, draining the splitter box, going through start up procedures, monitoring the plant operations, making needed adjustments after initial start up, and recording start up and adjustment information in the daily log book.
- Monitors water conditions throughout the day by calibrating and preparing testing equipment, washing and sterilizing glassware and other testing equipment as necessary, collecting water samples, performing tests according to lab procedures, recording data in appropriate logbooks, and filling out any other required documentation.
- Performs other duties as necessary, including handling customer complaints and issues of concerns, performing a one hour generator run for Duke Power, and recording necessary information, overhauling the chemical pump feeders, maintaining testing reagents and testing equipment, and monitoring and ordering supplies, as needed.
- Maintains grounds, buildings and vehicles by mowing grass, weed eating and spraying around basins, fences, and driveways, keeping vehicles and workplace clean and maintained, and performing other maintenance as needed.

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EDUCATION AND EXPERIENCE REQUIRMENTS

This position requires a high school diploma or GED and at least 3 years of experience in a water treatment and/or water lab environment.

LICENSE AND CERTIFICATION REQUIRMENTS

Commercial Driver’s License, C Surface NC Water Treatment Facility License, Grade 2 NC Water Pollution Control System Operator License, Total and Fecal Coliform certification, QA Certification, bacteria certification

REQUIRED COMPUTER SKILLS

This position requires basic computer skills, including knowledge of Microsoft Office, Internet and SCADA software.

SPECIAL EQUIPMENT

Computer, printer, scanner, copier, DO meter, pH meter, NH₃-N meter, COD reactor, spectrophotometer, stir/hot plates, oven, incubator, furnace, balance, filtration assemblies, titration assemblies, water bath, autoclave, UV light sterilizer, DR700, CL17 Analyzer, IMF cone, caustic pumps, fluoride and phosphate pumps, chlorine injectors, raw-filtered-finished turbidity meter, Barnstead A1007, truck, lawn mower, weed eater, sprayer, refrigerator, dishwasher, buffer, calculator, typewriter, come-a-long, trimmer, chlorine meter, fecal test, TSS test, beaker, graduated cylinder, weight scales, tractor, backhoe, skid steer, dump truck, John boat, pump, blower, positive displacement pump, Cl₂ and SO₂ scales, chain hoist, shovel, rake, desiccators, motor grader, ditch witch, bar screen, Grit Mitt, hydro press, aerator, mixer, sludge judge, screening net, Cl₂ and SO₂ regulators, microscope, edger, jetter, chipper, boring machine, drill, saw, hammer, screwdriver, framing square, chalk box, utility knife, tape measure, wrenches, sockets, grinder, pipe wrenches, welder, torches, cement mixer, grease gun, air compressor, pressure washer, voltage meter, ladder, water hose, broom, breathing apparatus

INITIATIVE AND INDEPENDENT JUDGMENT

This position requires some judgment; however most activities are assigned and dictated through pre-set schedules and standards.

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RESPONSIBILITY FOR ERRORS

The person(s) in this position are responsible for following all safety procedures while performing job functions to prevent personal injury or possible loss of life. This person is also responsible for testing and maintaining the water plant(s) for safe water quality. Failure to decide or act, or to make a decision that proves to be wrong could result in lost time or money; hazardous conditions for humans, plants, terrestrial and aquatic life; sickness/disease; or fines to the town.

CONTACT WITH OTHERS

The person(s) in this position will be in routine contact with state inspectors, vendors, members of the public, sales persons, contracted maintenance people, and county employees.

SUPERVISION RECEIVED AND EXERCISED

The Lab Supervisor, WWTP Supervisor and Water Plant Supervisor all assign work to the person(s) in this position; however most activities are not directly supervised.

CONFIDENTIAL DATA

None

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PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves mostly standing, with some walking and sitting. The employee may occasionally be required to push, pull or lift up to 150 lbs, and frequently carry moderate sized objects.

This job required use of both arms and both legs, and necessitates frequent climbing, stooping, kneeling, crouching, occasional balancing and reaching, and using hands to feel or handle objects.

Normal hearing and speaking abilities are required by this job, and there are instances when being able to hear or speak in a whisper, or shouting, is necessary. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to see color. Wearing contacts or glasses is permitted in this job.

This job requires mostly working inside. Occasionally, this job requires outdoor working conditions, with some exposure to extreme temperature and humidity. Although unlikely, there are potential hazards for this job that include mechanical, electrical, burn, explosive, or radiant energy hazards. Other conditions that a person in this position may occasionally be exposed to are fumes, odors, dust, mist, or poor ventilation.

Depending on the actual task, some protective clothing and safety devices may be required: earplugs, safety glasses/goggles, aprons, masks, safety shoes, gloves, boots, and a breathing apparatus.