

MILTON REGIONAL SEWER AUTHORITY (MRSA)
CLASSIFICATION SPECIFICATION
TITLE: WASTEWATER TREATMENT PLANT OPERATOR
Hourly Position
(Adopted 6/16/05)
(Revised and adopted 9/17/15)

JOB IDENTIFICATION:

Operator 1: Must possess a current valid PA DEP Wastewater Operator License that meets or exceeds the requirements of the Milton Wastewater Treatment Plant.

Operator 2: Does not possess a current valid PA DEP Wastewater Operator License that meets or exceeds the requirements of the Milton Wastewater Treatment Plant.

This position reports to and is under the direction of the Operations Supervisor, but must be able to take direction from other management personnel.

QUALIFICATIONS:

Must possess a valid PA Driver's license.

ILLUSTRATIVE DUTIES (including but not limited to):

Performs skilled and semi-skilled work in the operation, maintenance, and control of the Milton Regional Sewer Authority's facilities, pumping stations, and collection system and related duties as determined by management.

Operates sludge/solids handling equipment as required.

Operates electrical generation equipment as required.

Operates and maintains pumps, electrical control equipment and valves.

Performs troubleshooting of equipment, preventative maintenance, and conducts both minor and major repairs and/or replacement of equipment.

Performs pH, temperature, DO, colorimetric, and other measurements including microscopic examinations of samples.

Checks meters, gauges, and control panels.

Controls flow patterns with gate and valve adjustments.

Mixes and monitors chemicals as needed and according to instructions.

The Operator may be required to operate a dump truck, backhoe, forklift or other equipment as required to efficiently perform tasks.

Responsible to maintain workspace cleanliness and neat overall appearance of the MRSA facilities and pumping stations.

Utilizes the Authority's Geographic Information System (GIS).

Utilizes the Authority's Supervisory Control and Data Acquisition (SCADA) Systems.

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Data entry via computer or hand written as required.

Performs collection system maintenance work as required.

Changes 150 lb. chlorine cylinders.

Uses SCBA breathing apparatus.

Any other various duties as may be assigned by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

Communications

Must have the ability to actively listen to others.

Must have the ability to speak, understand, and write English clearly.

Must be able to communicate information professionally, accurately, and precisely to the proper recipient.

Must have the ability to understand and carry out written and oral instructions.

Must have the ability to understand results of laboratory tests and process control information.

Decision Making

Must act in a decisive manner using good judgment.

Must be able to assess problems and situations, evaluate alternatives, and implement solutions.

Must be able to act logically and in a safe manner during emergency and/or critical situations.

Must be able to work efficiently, both independently and with co-workers without direct supervision.

Interpersonal Relationships

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere; must have a positive attitude.

Must be able to maintain cooperative working relationships with management, co-workers, vendors, contractors, various organizations and the public.

Professional Attitude

Must have commitment to the Authority; willingness to take initiative; dependability; maturity in Relationships with others; and self-confidence.

Must represent the Authority to other agency staff and citizens

with a courteous, helpful, accurate and business-like professional attitude in all interactions.

Quality of Work

Must produce quality and accurate work in a timely manner.

Must be able to detect and correct errors.

Must be able to manage work time properly and productively.

Safety

Must be able to work in a confined space.

Must be able to use Self Contained Breathing Apparatus (SCBA).

Must be able to read and understand Safety Data Sheets (SDS).

Must be able to work safely around equipment storing and conveying flammable gases.

Must have the ability to work safely at all times.

Technical Knowledge

An understanding of both primary, and secondary treatment, and the activated sludge process, anaerobic treatment, nutrient removal, and UV disinfection.

A general understanding of wastewater treatment and conveyance practices and processes.

Technology Skills

Must be able to operate PLCs (Programmable Logic Controllers) and VFDs (Variable Frequency Drives) of different types.

Must be able to enter data into a spreadsheet and database.

Must be able to use a word processing program.

Must have knowledge of basic computer operating systems.

Must be able to understand and operate touch screens and menu driven controls.

Math Skills

Must have basic math skills.

Physical Demands

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

While performing the duties of the job, the Operator is regularly required to use his or her hands and fingers to operate touch screens, hand and power tools, operate controls and reach with hands and arms. The Operator is frequently required to stand for long periods of time, and to sit, climb, balance, stoop, kneel or crouch.

Vision, hearing, and a sense of smell must be appropriate to allow the Operator to accomplish the job tasks required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Operator must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

The Operator must frequently utilize numerous stairs and ladders in order to perform various job duties.

A significant amount of walking is typically required during a normal workday.

The Operator may be required to operate various snow removal equipment and/or mow grass with push or riding mowers and/or do other physical labor as required.

Work Environment

While performing the duties of this job, the Operator regularly works in outside weather conditions, works near moving mechanical parts, and is frequently exposed to wet and/or humid conditions.

The Operator occasionally works in high places and is occasionally exposed to fumes or airborne particles, flammable gases, toxic, acidic or caustic chemicals, and the risk of electrical shock.

The noise level in the work environment is usually moderate.

This position may require occasional overtime and/or responding to emergency situations/callouts on an as needed basis.

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