

## UPPER GWYNEDD-TOWAMENCIN MUNICIPAL AUTHORITY

DEPARTMENT: TREATMENT FACILITY MAINTENANCE  
JOB TITLE: MAINTENANCE GRADE I  
EMPLOYMENT STATUS: FULL TIME HOURLY

**JOB PURPOSE:** TO MAINTAIN BUILDINGS, GROUNDS AND EQUIPMENT

By working safely, maintaining cleanliness, and assisting in preventive and corrective maintenance tasks

### **Essential Job Functions:**

- perform housekeeping and cleaning of buildings, grounds, and equipment
- perform lawn maintenance and grounds keeping
- complete greasing, oiling, and inspecting of machinery and equipment; recording work as required
- assist in the performance of preventive and corrective maintenance duties
- prepare and paint buildings, equipment and machinery
- maintain/use hand and power tools properly as required for maintenance and cleaning tasks
- follow written and oral directions as issued
- assist in the inventory of parts, materials, and equipment as directed
- comply with the rules, policies, and procedures of the Authority, and applicable Federal, State, and Local laws
- perform duties assigned in relation to overall plant maintenance
- attend and complete training in industry related topics, as set forth in the collective bargaining agreement

### **Supervision Received From:**

Team leader, Maintenance Grade IV, or Maintenance Manager

### **Direction Given:**

None

### **Progression to:**

Maintenance Grade II, based on an opening in this position determined by management, and by meeting the Required Knowledge, Ability and Skill and Education and Experience of the Maintenance Grade II position

**Guidelines and Discretion:**

Type of work may vary from day to day usually having routine well-defined procedures. Must be self-motivated and use good judgement. This is an entry-level maintenance position.

**Required Knowledge, Ability and Skill:**

General knowledge of the methods, materials, and tools to perform the work outlined  
Including but not limited to:

- ability to read and write the English language
- ability to perform basic mathematics relative to the job functions
- ability to perform tasks requiring limited mechanical aptitude
- ability to carry out verbal and written instructions
- ability to learn and understand the practices, policies, and work rules of the Authority
- ability to learn and understand the theory of preventive and corrective maintenance programs relevant to the position
- ability to work productively and harmoniously with fellow employees and supervisors
- must hold and maintain a valid Pennsylvania vehicle operators license

**Education and Experience:**

- minimum of: High School graduate or Equivalency certificate.
- trade (documented work experience) or vocational training is desirable.

**Working Conditions:**

Must be able to work in a variety of climatic and environmental conditions, including but not limited to climbing ladders, entering underground vaults, pipe galleries, and roof tops. Exposed to dust dirt, grease, oils, petroleum products, maintenance or cleaning agents, and chemicals. Working both indoors and out doors. High levels of physical labor. Individual is exposed to and may have personal contact with wastewater and its by-products. Be available for overtime work on an as needed basis, weekends, holidays, and occasional evenings as set forth in the collective bargaining agreement.

## UPPER GWYNEDD-TOWAMENCIN MUNICIPAL AUTHORITY

DEPARTMENT: TREATMENT FACILITY MAINTENANCE  
JOB TITLE: MAINTENANCE GRADE II  
EMPLOYMENT STATUS: FULL TIME HOURLY

**JOB PURPOSE:** TO MAINTAIN BUILDINGS, GROUNDS AND EQUIPMENT

By working safely, maintaining cleanliness, and performing preventive and corrective maintenance tasks

### **Essential Job Functions:**

- perform housekeeping and cleaning of buildings, grounds, and equipment
- perform lawn maintenance and grounds keeping
- complete greasing, oiling, and inspecting machinery and equipment; recording work as required
- assist in the performance of preventive and corrective maintenance duties
- assist in computer data entry where relevant to the computerized maintenance program as instructed and trained
- prepare and paint buildings, equipment and machinery
- maintain and use hand and power tools properly as required for maintenance and cleaning tasks
- follow written and oral directions as issued
- assist in the inventory of parts, materials, and equipment as directed
- comply with the rules policies and procedures of the Authority, and applicable Federal, State, and Local laws
- perform duties assigned in relation to overall facility maintenance

### **Supervision Received From:**

Team leader, Maintenance Grade IV, or Maintenance Manager

### **Direction Given :**

None

### **Progression to:**

Maintenance Grade III, based on an opening in this position determined by management, and by meeting the Required Knowledge, Ability and Skill and Education and Experience\_of the Maintenance Grade III position

**Guidelines and Discretion:**

Type of work may vary from day to day. Guidelines usually include routine, well-defined procedures. Must be self-motivated and use good judgement. This position requires experience and the ability to diagnose and rebuild equipment with some assistance and minimal guidance.

**Required Knowledge, Ability and Skill:**

General knowledge of the methods, materials, and tools to perform the work outlined  
Including but not limited to:

- ability to read and write the English language
- ability to perform basic mathematics relative to the job functions
- ability to perform tasks requiring mechanical aptitude
- ability to carry out verbal and written instructions
- ability to read and understand operation and maintenance manuals and perform basic repairs with minimal supervision
- understand the theory of preventive and corrective maintenance programs relevant to the position
- ability to learn and understand the practices, policies, and work rules of the Authority
- ability to work productively and harmoniously with fellow employees and supervisors
- must hold and maintain a valid Pennsylvania vehicle operators license

**Education and Experience:**

- minimum of: High School graduate or Equivalency certificate
- Two (2) years experience in light maintenance and housekeeping duties
- limited personal computer skills desirable
- trade (documented work experience) or vocational training in plumbing, electrical, welding or metal fabrication is desirable
- satisfactorily complete a minimum of 36 hours of documented instruction on industry related topics within the last 18 months

**Working Conditions:**

Must be able to work in a variety of climatic and environmental conditions, including but not limited to climbing ladders, entering underground vaults, pipe galleries, and roof tops. Exposed to dust dirt, grease, oils, petroleum products, maintenance or cleaning agents, and chemicals. Working both indoors and outdoors. High levels of physical labor. Individual is exposed to and may have personal contact with wastewater and its by-products. Be available for overtime work on an as needed basis, weekends, holidays, and occasional evenings as set forth in the collective bargaining agreement.

## UPPER GWYNEDD-TOWAMENCIN MUNICIPAL AUTHORITY

**DEPARTMENT:** TREATMENT FACILITY MAINTENANCE  
**JOB TITLE:** MAINTENANCE GRADE III  
**EMPLOYMENT STATUS:** FULL TIME HOURLY

**JOB PURPOSE:** TO MAINTAIN BUILDINGS, GROUNDS, AND EQUIPMENT

By working safely, maintaining cleanliness, performing preventive and corrective maintenance tasks and major repairs

### **Essential Job Functions:**

- perform housekeeping and cleaning of buildings, grounds, and equipment
- perform greasing, oiling, inspecting, and evaluating machinery and equipment, recording work as required
- perform preventive/corrective maintenance and major repairs
- assist in computer data entry to the computerized maintenance program as instructed and trained
- prepare and paint buildings, equipment and machinery
- properly maintain and use hand and power tools as required
- follow written and oral directions as issued
- control inventory of parts, materials, and equipment as directed
- comply with the rules, policies, and procedures of the Authority, and applicable Federal, State, and Local laws
- provide leadership and guidance (Team Leader) on projects and tasks in a team setting as directed
- perform duties assigned in relation to overall facility maintenance

### **Supervision Received From:**

Maintenance Grade IV or Maintenance Manager

### **Direction Given To:**

As instructed on specific jobs and tasks

**Progression to:**

Maintenance Grade IV, based on an opening in this position determined by management, and by meeting the Required Knowledge, Ability and Skill, and Education and Experience of the Maintenance Grade IV position

**Guidelines and Discretion:**

Assignments may involve troubleshooting which requires evaluative thinking. Guidelines of work will vary from routine defined procedures to projects with general or limited instructions. Must be self-motivated and use good judgement. This position requires the experience and ability to perform and demonstrate diagnosis and rebuilding of major equipment with minimal or no supervision and/or guidance provided.

**Required Knowledge, Ability and Skill:**

General knowledge of the methods, materials, and tools to perform the work outlined  
Including but not limited to:

- ability to read and write the English language
- ability to perform basic mathematics relative to the job functions
- ability to perform tasks requiring a high degree of mechanical aptitude
- ability to carry out verbal and written instructions
- ability to read, understand, and interpret; blueprints, technical diagrams, and drawings
- ability to read and understand operation and maintenance manuals, technical bulletins, and mechanical descriptions relevant to equipment in the wastewater industry
- ability to assist in development of written and systematic procedures for preventative and corrective maintenance programs and repair tasks
- understand the theory of preventative and corrective maintenance programs relevant to the industry
- ability to learn and understand the practices, policies, and work rules of the Authority
- ability to work productively and harmoniously with fellow employees and supervisors
- must obtain Certificate of Completion of Basic and Intermediate Wastewater Operator's Courses as provided by the State of Pennsylvania, Sacramento California Correspondence Courses, or maintain an S-C1 License for the State of Pennsylvania in wastewater treatment within 24 months of accepting the position.
- Must hold and maintain a valid Pennsylvania vehicle operators license

**Maintenance Grade III, continued****Education and Experience:**

- minimum of: High School graduate or Equivalency certificate
- five (5) years experience in maintenance and major repair duties
- trade (documented work experience) or Vocational training in plumbing, electrical, welding, metal fabrication, machining, hydraulics, or engine repair
- personal computer skills, (Windows based)
- limited or interim team leadership experience
- satisfactorily complete a minimum of 72 hours of documented instruction on industry related topics within the last 36 months

**Working Conditions:**

Must be able to work in a variety of climatic and environmental conditions, including but not limited to climbing ladders, entering underground vaults, pipe galleries, and roof tops. Exposed to dust dirt, grease, oils, petroleum products, maintenance or cleaning agents, and chemicals. Working both indoors and outdoors. High levels of physical labor. Individual is exposed to and may have personal contact with wastewater and its by-products. Be available for overtime work on an as needed basis, weekends, holidays, and occasional evenings as set forth in the collective bargaining agreement.

## UPPER GWYNEDD-TOWAMENCIN MUNICIPAL AUTHORITY

**DEPARTMENT:** TREATMENT FACILITY MAINTENANCE  
**JOB TITLE:** MAINTENANCE GRADE IV  
**EMPLOYMENT STATUS:** FULL TIME HOURLY

**JOB PURPOSE:** TO MAINTAIN BUILDINGS, GROUNDS AND EQUIPMENT

By working safely, performing preventive and corrective maintenance tasks, as well as evaluation and development of corrective measures and repairs.

### **Essential Job Functions:**

- oversee and may perform housekeeping and cleaning of buildings, grounds, and equipment as directed
- perform greasing, oiling, inspecting, and evaluating machinery and equipment; recording work as required
- perform preventive and corrective maintenance, major repairs
- assist in computer data entry where relevant to the computerized maintenance program as instructed and trained
- oversee and may perform preparation and painting of buildings, equipment and machinery
- properly maintain and use hand and power tools, and machinery as required for maintenance, repairs, and cleaning tasks
- follow and prepare written and oral directions as instructed
- control inventory of parts, materials and equipment as directed
- comply with the rules, policies, and procedures of the Authority, and applicable Federal, State, and Local laws
- assist in training Grade I through Grade III Maintenance employees as directed
- provide leadership and guidance (Team Leader) on projects and tasks in a team setting as directed
- perform duties and provide leadership in relation to overall facility maintenance

**Supervision Received From:**  
Management

**Direction Given To:**  
Team leader to Grade I, II, and III, on team projects and tasks as directed



**Progression to:**

Management positions based on an opening in positions as determined by management and the Authority Board and meeting their Requirements—

**Guidelines and Discretion:**

Assignments may involve troubleshooting which requires evaluative thinking. Guidelines of work will vary from routine defined procedures to projects with general or limited instructions. Must be self-motivated, use good judgement, and exercise good interpersonal skills. This position requires the skills and knowledge to assess diagnose and rebuild and direct the rebuilding of major equipment with no supervision.

**Required Knowledge, Ability and Skill:**

General knowledge of the methods, materials, and tools to perform the work outlined.  
Including but not limited to:

- ability to read and write the English language
- ability to perform mathematics relative to the job functions
- ability to perform tasks requiring a high degree of mechanical aptitude
- ability to carry out verbal and written instructions
- ability to read, understand and interpret blueprints, technical diagrams and drawings
- ability to read and understand operation and maintenance manuals, technical bulletins, and mechanical descriptions relevant to equipment in the wastewater industry
- ability to develop and write and revise systematic procedures for preventative and corrective Maintenance programs
- fully understand the theory of preventive/predictive and corrective maintenance programs
- ability to learn and understand the practices, policies, and work rules of the Authority
- ability to work productively and harmoniously with fellow employees and supervisors
- must hold and maintain a valid Pennsylvania vehicle operators license

## UPPER GWYNEDD-TOWAMENCIN MUNICIPAL AUTHORITY

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Maintenance Grade IV, continued

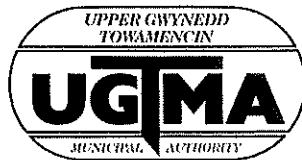
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### **Education and Experience:**

- minimum of: High School graduate or Equivalency certificate
- Basic and Intermediate Wastewater Operator's Courses as provided by the State of Pennsylvania, Sacramento California Correspondence Courses, or posses and maintain a S-C1 License for the State of Pennsylvania in wastewater treatment
- eight (8) years experience in maintenance and major repair duties
- competent use of computerized maintenance management programs
- trade or vocational training in plumbing, electrical, welding, metal fabrication, machining, or engine repair
- leadership experience in maintenance
- proficient personal computer use
- purchasing experience
- satisfactorily complete a minimum of 108 hours of documented instruction on industry related topics within the last 60 months

### **Working Conditions:**

Must be able to work in a variety of climatic and environmental conditions, including but not limited to climbing ladders, entering underground vaults, pipe galleries, and roof tops. Exposed to dust, dirt, grease, oils, petroleum products, maintenance or cleaning agents, and chemicals. Working both indoors and outdoors. High levels of physical labor. Individual is exposed to and may have personal contact with wastewater and its by-products. Be available for overtime work on an as needed basis, weekends, holidays, and occasional evenings as set forth in the collective bargaining agreement.



September, 2001

**JOB TITLE:** Wastewater Treatment Plant Operator 1

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of responsible and complex operation and maintenance duties at the wastewater treatment plant (WWTP) and related facilities. Employees in this job class perform a wide variety of operations and maintenance tasks at the semi-skilled and skilled level. This job class includes responsibility for the performance of the full range of the classification's tasks, duties and functions.

**SUPERVISION RECEIVED:**

Employees in this classification receive general supervision within a framework of standard policies and procedures.

**EXAMPLES OF DUTIES:**

(Any one position may not include all of the duties listed nor do all the listed examples include all tasks that may be found in positions of the class.)

- Performs a variety of semi-skilled and skilled operations and maintenance duties in support of the WWTP and related facilities.
- Operates, maintains, and repairs equipment related to the operation of the WWTP and related facilities; assists in the operation and maintenance of pumping stations.
- Operates, monitors, and adjusts controls on WWTP equipment and machinery including valves, motors, pumps, chlorinators, filters, chemical feeders, flocculators, D.O. and pH meters, controllers, etc.
- Cleans, lubricates, adjusts, operates, and repairs pumps, chlorinators, and related WWTP equipment.
- Performs standardized laboratory tests including chlorine residual, pH, D.O., temperature, etc.
- Logs readings from meters, gauges, and recording charts and adjusts equipment as needed.
- Collects wastewater samples.

- Performs a variety of general maintenance duties to grounds and buildings at the WWTP site and related facilities such as painting, cleaning, and grounds keeping.
- May train others assigned to assist in safe and proper work methods.
- Maintains accurate records of daily operations including chemical usages and dosages, water quality test results, flow rates, tank levels, etc.
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS:**

**Possession of:**

- Valid Pennsylvania Drivers License
- High School Diploma or equivalent (G.E.D.)
- Minimum of Pa. Wastewater Treatment SC-1 Operator License

**Knowledge of:**

- Methods, tools, equipment, and procedures used in the operation, maintenance, and repair of motors, pumps, piping systems, compressors, and other mechanical equipment.
- Modern WWTP processes.
- Wastewater disinfection methods and operation of related equipment.
- Meters, gauges, and chart recording equipment.
- Safe work practices.
- General record keeping procedures and systems.

**Ability to:**

- Operate, maintain, and make repairs to pumps, motors, compressors, and other mechanical equipment.
- Skillfully use a variety of tools and equipment related to WWTP operations and maintenance.
- Safely handle numerous chemicals in a proper manner.
- Read and understand meters, gauges, and recording devices.
- Perform semi-skilled and skilled labor in a potentially hazardous environment.
- Understand and follow both oral and written instructions.
- Maintain accurate logs and records.
- Accurately perform mathematical calculations.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**PROGRESSION TO:**

Wastewater Treatment Plant Operator 2

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Complete any state of Pennsylvania or regulatory agency requirements for continuing education or certification.

Courses in chemistry, math, and/or specialized training in wastewater treatment.

Two (2) years experience as a WWTP operator.

This classification is part of a series (level of related classifications). Employees in classifications, which are part of a series, shall have the opportunity to advance within the series to the highest working class. Such advancement shall be based on their attainment and demonstrated performance of the required knowledge, skills, and abilities, and/or required certification, and the recommendation of the Operations Manager.



September, 2001

**JOB TITLE:** Wastewater Treatment Plant Operator 2

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of more responsible and complex operation and maintenance duties at the wastewater treatment plant (WWTP) and related facilities. Employees in this job class perform a wide variety of operations and maintenance tasks at the semi-skilled and skilled level. This job class includes responsibility for the performance of the full range of the classification's tasks, duties and functions.

**SUPERVISION RECEIVED:**

Employees in this classification receive general supervision within a framework of standard policies and procedures.

**EXAMPLES OF DUTIES:**

(Any one position may not include all of the duties listed nor do all the listed examples include all tasks that may be found in positions of the class.)

- Performs a variety of semi-skilled and skilled operations and maintenance duties in support of the WWTP and related facilities.
- Operates, maintains, and repairs equipment related to the operation of the WWTP and related facilities; assists in the operation and maintenance of pumping stations.
- Operates, monitors, and adjusts controls on WWTP equipment and machinery including valves, motors, pumps, chlorinators, filters, chemical feeders, flocculators, D.O. and pH meters, controllers, etc.
- Cleans, lubricates, adjusts, operates, and repairs pumps, chlorinators, and related WWTP equipment.
- Performs standardized laboratory tests including chlorine residual, pH, D.O., temperature, etc.
- Logs readings from meters, gauges, and recording charts and adjusts equipment as needed.
- Collects wastewater samples.

- Performs a variety of general maintenance duties to grounds and buildings at the WWTP site and related facilities such as painting, cleaning, and grounds keeping.
- May train others assigned to assist in safe and proper work methods.
- Maintains accurate records of daily operations including chemical usages and dosages, water quality test results, flow rates, tank levels, etc.
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS:**

**Possession of:**

- Valid Pennsylvania Drivers License
- High School Diploma or equivalent (G.E.D.)
- Minimum of Pa. Wastewater Treatment SC-1 Operator License

**Knowledge of:**

- Methods, tools, equipment, and procedures used in the operation, maintenance, and repair of motors, pumps, piping systems, compressors, and other mechanical equipment.
- Modern WWTP processes.
- Wastewater disinfection methods and operation of related equipment.
- Meters, gauges, and chart recording equipment.
- Safe work practices.
- General record keeping procedures and systems.

**Ability to:**

- Operate, maintain, and make repairs to pumps, motors, compressors, and other mechanical equipment.
- Skillfully use a variety of tools and equipment related to WWTP operations and maintenance.
- Safely handle numerous chemicals in a proper manner.
- Read and understand meters, gauges, and recording devices.
- Perform semi-skilled and skilled labor in a potentially hazardous environment.
- Understand and follow both oral and written instructions.
- Maintain accurate logs and records.
- Accurately perform mathematical calculations.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**PROGRESSION TO:**

Wastewater Treatment Plant Operator 3

**EDUCATION AND EXPERIENCE:**

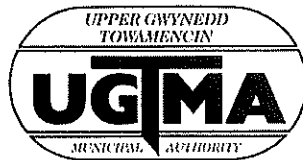
Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Complete any state of Pennsylvania or regulatory agency requirements for continuing education or certification.

Courses in chemistry, math, and/or specialized training in wastewater treatment.

Four (4) years experience as a WWTP operator.

This classification is part of a series (level of related classifications). Employees in classifications, which are part of a series, shall have the opportunity to advance within the series to the highest working class. Such advancement shall be based on their attainment and demonstrated performance of the required knowledge, skills, and abilities, and/or required certification, and the recommendation of the Operations Manager.





September, 2001

**JOB TITLE:** Wastewater Treatment Plant Operator 3

**GENERAL STATEMENT OF DUTIES:**

Performs the more difficult operations and maintenance duties at the wastewater treatment plant (WWTP) and related facilities. This job class performs a variety of tasks at the skilled level. This job class functions at an advanced level of classification.

**SUPERVISION RECEIVED:**

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

**EXAMPLES OF DUTIES:**

(Any one position may not include all of the duties listed nor do all the listed examples include all tasks that may be found in positions of the class.)

- Performs the more complex operations and maintenance duties in support of the WWTP and related facilities.
- Monitors various WWTP processes; recommends, adjusts and makes operational changes to provide for effective and efficient treatment.
- Operates, maintains, and repairs equipment related to the operation of the WWTP and related facilities; assists in the operation and maintenance of pumping stations.
- Operates, monitors, and adjusts controls on WWTP equipment and machinery including valves, motors, pumps, chlorinators, filters, chemical feeders, flocculators, D.O. and pH meters, controllers, etc.
- Cleans, lubricates, adjusts, operates, and repairs pumps, chlorinators, and related WWTP equipment.
- Performs standardized laboratory tests including chlorine residual, pH, D.O., temperature, etc.
- Logs readings from meters, gauges, and recording charts and adjusts equipment as needed.
- Collects wastewater samples.

- Performs a variety of general maintenance duties to grounds and buildings at the WWTP site and related facilities such as painting, cleaning, and grounds keeping.
- May train others assigned to assist in safe and proper work methods.
- Maintains accurate records of daily operations including chemical usage's and dosages, water quality test results, flow rates, tank levels, etc.
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS:**

**Possession of:**

- Valid Pennsylvania Drivers License
- High School Diploma or equivalent (G.E.D.)
- Minimum of Pa. Wastewater Treatment SC-1 Operator License

**Knowledge of:**

- Proper methods, tools, equipment, and procedures used in the operation, maintenance, and repair of motors, pumps, piping systems, compressors, and other mechanical equipment.
- WWTP and related facilities processes, operations, and procedures.
- Proper Wastewater disinfection methods and operation of related equipment.
- Meters, gauges, and chart recording equipment.
- State and Federal standards and requirements related to WWTP operation and maintenance.
- Safe work practices.
- General record keeping procedures and systems.

**Ability to:**

- Safely and effectively perform complex and skilled operations and maintenance functions related to WWTP and related facilities.
- Operate, maintain, and make repairs to pumps, motors, compressors, and other mechanical equipment.
- Skillfully use a variety of tools and equipment related to WWTP operations and maintenance.
- Safely handle numerous chemicals in a proper manner.
- Accurately read and understand meters, gauges, and recording devices.
- Perform semi-skilled and skilled labor in a potentially hazardous environment.

- Understand and follow both oral and written instructions in an independent manner.
- Maintain accurate logs and records.
- Accurately perform mathematical calculations.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**PROGRESSION TO:**

Wastewater Treatment Plant Operator 4 - Should the position become available and the Authority wishes to fill the position. (Only one person shall hold this classification.)

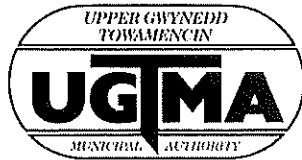
**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Complete any state of Pennsylvania or regulatory agency requirements for continuing education or certification.

Courses in chemistry, math, and/or specialized training in wastewater treatment.

Six (6) years experience as a WWTP operator.

This classification is part of a series (level of related classifications). Employees in classifications, which are part of a series, shall have the opportunity to advance within the series to the highest working class. Such advancement shall be based on their attainment and demonstrated performance of the required knowledge, skills, and abilities, and/or required certification, and the recommendation of the Operations Manager.



September, 2001

**JOB TITLE:** Wastewater Treatment Plant Operator 4 (Chief Operator)  
(Only one person shall hold this classification.)

**GENERAL STATEMENT OF DUTIES:**

Performs more difficult operations and maintenance duties at the wastewater treatment plant (WWTP) and related facilities. This job class performs a variety of skilled tasks including direction of the operations staff, plant and industry data collection and manipulation. This job class functions at the most advanced level of classifications.

**SUPERVISION RECEIVED:**

The employee in this classification receives limited supervision within a framework of standard policies and procedures.

**EXAMPLES OF DUTIES:**

(Any one position may not include all of the duties listed nor do all the listed examples include all tasks that may be found in positions of the class.)

- Performs the most complex operations and maintenance duties in support of the WWTP and related facilities.
- Monitors various WWTP processes; recommends, adjusts and makes operational changes to provide for effective and efficient treatment.
- Operates, maintains, and repairs equipment related to the operation of the WWTP and related facilities; assists in the operation and maintenance of pumping stations.
- Operates, monitors, and adjusts controls on WWTP equipment and machinery including valves, motors, pumps, chlorinators, filters, chemical feeders, flocculators, D.O. and pH meters, controllers, etc.
- Cleans, lubricates, adjusts, operates, and repairs pumps, chlorinators, and related WWTP equipment.
- Performs standardized laboratory tests including chlorine residual, pH, D.O., temperature, etc.
- Logs readings from meters, gauges, and recording charts and adjusts equipment as needed.
- Collects wastewater samples, compiles and interprets data.

- Will assist and guide in the training of operations staff to assist in safe and proper work methods.
- Maintains accurate records of daily operations including chemical usage's and dosages, water quality test results, flow rates, tank levels, etc.
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS:**

**Possession of:**

- Valid Pennsylvania Drivers License
- High School Diploma or equivalent (G.E.D.)
- Minimum of Pa. Wastewater Treatment SC-1 Operator License

**Knowledge of:**

- Proper methods, tools, equipment, and procedures used in the operation, maintenance, and repair of motors, pumps, piping systems, compressors, and other mechanical equipment.
- WWTP and related facilities processes, operations, and procedures.
- Proper Wastewater disinfection methods and operation of related equipment.
- Meters, gauges, and chart recording equipment.
- State and Federal standards and requirements related to WWTP operation, Industrial pretreatment requirements, and limited WWTP maintenance.
- Safe work practices.
- General record keeping procedures and systems.
- Computerized data assembly and interpretation.

**Ability to:**

- Safely and effectively perform complex and skilled operations and maintenance functions related to WWTP and related facilities.
- Operate, maintain, and make repairs to pumps, motors, compressors, and other mechanical equipment.
- Skillfully use a variety of tools and equipment related to WWTP operations and maintenance.
- Safely handle numerous chemicals in a proper and safe manner.
- Accurately read and understand meters, gauges, and recording devices.
- Perform semi-skilled and skilled labor in a potentially hazardous environment.

- Understand and follow both oral and written instructions in an independent manner.
- Maintain accurate logs and records.
- Accurately perform mathematical calculations.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- To work independently with limited or no supervision
- Operate a computer with windows based skills in a proficient manner

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Complete any state of Pennsylvania or regulatory agency requirements for continuing education or certification.

Courses in chemistry, math, and/or specialized training in wastewater treatment.

Eight (8) years experience in WWTP operations.

This classification is the most skilled of a series (level of related classifications). The employee in this classification, which is part of a series, shall have advanced within the series to the highest working class. Such advancement shall have been based on their attainment and demonstrated performance of the required knowledge, skills, and abilities, and/or required certification, and the recommendation of the Operations Manager.