

**Town of Buckland, Massachusetts
Position Description**

Position Title: Assistant Operator
Classification: Full Time / Exempt Employee
Reports To: Chief Operator

Department: Wastewater
Date: 2013

GENERAL SUMMARY:

Under direction of Chief Operator, responsible for assisting in the operation and maintenance of the treatment plant, pumping station, and collection system, insuring a licensed operator is available to run the plant in the Chief Operator's absence.

ESSENTIAL JOB FUNCTIONS:*

- Operate tools and equipment associated with the operation and maintenance of the facility, collection system and pumping station.
- Perform laboratory testing for process control and State reporting and be able to calibrate equipment.
- Read meters, charts, gauges, and other operating equipment, be able to do the calculations involved in lab work and process monitoring, enter lab and process information into the computer.
- Perform ground maintenance including lawn moving, snow removal, and housekeeping.
- Remove and stabilizes solid waste: wasting mixed liquor solids to digester; wasting digester solids to reed beds; decanting digester; and adjusting digester pH with lime.
- Perform readings at pumping station; assists in confined space entry of wet well and collection system maintenance.
- Monitor activated sludge process; makes adjustments as needed to avoid permit violations.
- Clean tanks, clarifiers, contact chambers, and head works.
- Assist in maintenance, repair, and improvement of tanks, pumps, and other operational equipment.
- Perform duties of Chief Operator in his/her absence.
- Respond to facility for operational emergencies when scheduled to be on call.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform miscellaneous duties including painting, errands, and other general maintenance functions.
- Respond to citizen questions and complaints and refers unresolved matters to supervisor.
 - Perform other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of wastewater treatment plant operation, laboratory/testing, mechanical experience, equivalent to completion of 1-2 years of college and five years of related experience and/or training; or equivalent combination of education and experience. Grade IV Municipal Wastewater Treatment License required.
- Knowledge of the principles, practices, and methods in the operation of a wastewater treatment plant.
- Knowledge of the functions and servicing requirements of mechanical equipment and machinery common to wastewater treatment plants. Ability to perform repair and routine preventative maintenance work on mechanical equipment.
- Knowledge of and skill in the use of laboratory equipment, instruments, procedures, and terminology.
- Ability to operate a variety of plant pumping, treatment, and control equipment.
- Ability to read meters and charts accurately and to maintain required records.
- Ability to communicate effectively both verbally and in writing; and establish positive public relations.
- Ability to work independently.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Frequent periods of outside work, subject to all weather conditions and extremes.
- Regular climbing, bending, standing, walking, lifting, and shoveling.
- Some exposure to high noise levels and electromagnetic fields.
- Exposure to human pathogens, toxic chlorine gas, and chemicals.
- Potential exists for sustaining bodily harm in the performance of duties.

OTHER:

Will be reviewed annually by the Chief Operator

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Buckland Board of Selectmen
Approval

October 8, 2013
Date