



# Dover Township Job Description

Job Title:	<b>WWTP Operator Trainee</b>	Job Code:	
Department:	<b>Public Works</b>	FLSA:	<b>Non-Exempt</b>
Job Grade:	<b>Bargaining</b>	Effective Date:	<b>2011</b>
Reports To:	<b>Assistant Superintendent</b>	Revision Dates:	<b>August 2023</b>

## **Primary Function**

Under supervision and direction of the WWTP Assistant Superintendent, in the performance of day-to-day operations, develop the skills to conduct operations and maintenance tasks to ensure continual safe and efficient treatment process. Develop basic knowledge of the WWTP, how it functions and where process equipment is located.

## **Principle Duties & Responsibilities**

1. Assist in other duties which may require you to report to other Superintendents or Directors responsible for completing a Township task.
2. As required by DEP, assist to safely operate, and maintain, the Township aboveground fuel system located at the WWTP.
3. Perform minor HVAC, plumbing, carpentry, electrical, masonry, roof, and paint repairs.
4. Load, gather, haul, dump and or spread solid or liquid snow & ice control products, municipal solid waste, aggregate, soil, sand, mulch, compost, leaves, yard waste, water, snow & ice, pesticides, equipment, pipe, lumber, plastic, metal, concrete, or asphalt/bituminous products, as directed.
5. Inspect and perform routine maintenance, including replacing worn or damaged parts on equipment or vehicles (e.g., check and or change fluids, filters, tires, batteries, hoses, belts, lights, wipers, wiring, hydraulics, brakes, grease) and any attachments that go with the equipment or vehicle. Wash and wax equipment or vehicles, including interior and glass.
6. While working with a Licensed Applicator, spray pesticide or herbicides to manage vegetation.
7. Maintain personal timesheet, collect receipts, shipping orders, delivery, or credit slips and or invoices for payment, pick up items from private businesses and return paperwork to Assistant Superintendent.
8. Assist with MS4 program for the detection, elimination & prevention of illicit discharges; inspect, complete digital forms, perform record keeping & ensure proper operation & maintenance of all programs that could contribute to the discharge of pollutants: and other duties to comply with our NPDES permit(s).
9. Is familiar with and complies with all Townships safety rules and regulations.
10. Safely operate and maintain loader and vehicles within six (6) months of hire.
11. Report to Assistant Superintendent any concerns with treatment equipment. Approach Operations staff with questions regarding treatment process and equipment to develop an understanding of the system. Shadow Operations staff through routine and emergency operations to better understand the treatment process.
12. Under supervision complete Daily WWTP Inspection checklist: Visually and audibly observe all equipment that is on-line to experience proper function and no abnormal conditions exist.
13. Inspect effluent and influent composite samplers on a daily basis after A.M. sample collection occurs: Ensure samplers are collecting properly with no frozen or split tubing and program is running.
14. Complete Monthly Plant Tasks checklist: Verify all fire extinguishers are functional and life buoy rings are in place, perimeter fence is intact as well as all gates and locks.
15. Under supervision, assist in the operation and maintenance in accordance to manufacturer supplied O&M manuals all plant equipment including: IPS pumps, screening, and level sensing equipment; grit removal classifiers and blowers; mixers and aerators; clarifier drive machinery; RAS Pumps and valving; UV Disinfection; Thickener drive machinery; digester diffusers and blowers; Dewatering centrifuges and associated equipment; non-potable water pumps and distribution system; Ferric Chloride chemical addition pumps and piping; portable pumps.
16. Complete Weekly Vehicle Inspection logs: including checking tire pressure, fluid levels, and verifying horn, lights, and back-up alarm are functional.
17. Under supervision, interact with Wonderware software to learn how to adjust automated process such as: wasting rates; RAS Pump return rates; chemical addition rates; aeration D.O. brackets; quantity of influent flow to the Trains.



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18. General building and grounds maintenance: cleaning of floors and painting of walls; plowing of snow and shoveling of snow from sidewalks, salting iced areas; power washing of tank walls, building walls, and sidewalks; spreading of stone in washed-out areas of driveway; maintaining a safe workplace through normal housekeeping.
19. Sample collection for Laboratory including Composites, Grabs, and Biosolids.
20. On call as assistant to the Operator in Charge for nights/weekends/holidays.
21. Under supervision interact with contractors to guide them to work areas and ensure continues treatment operations while contractors are on-site effecting equipment.
22. Participate in committees as created by the Township for the safety and improvement of personnel and services. (ex. Safety Committee)
23. Develop skills in the use of Wheel Loader to fill contracted biosolids removal trucks from the storage pad.
24. Obtain educational credits to prepare for taking the Operator's License exam.

## **Position Qualifications**

### **Knowledge, Skills and Abilities**

- Develop knowledge of safe practices related to Public Works.
- Develop proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel, Outlook, and Access).
- Develop ability to interpret, verify, and accurately enter data into a computer database is required.
- Ability to follow directions and complete assignments is required.
- Ability to work under adverse conditions.
- Ability to respond quickly and effectively to emergency, stressful situations is required.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate hand and power tools.
- Under direct supervision, develop ability to operate wheel loader.
- Proven ability to read, write, speak and comprehend English is required.
- Basic knowledge of equipment operating procedures.
- Basic knowledge of general maintenance and repair practices for equipment.
- Ability to operate a vehicle on private and public streets is required.
- Ability to work as part of a team and to collaborate successfully with others is required.
- Ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Ability to commit to excellence in service and to continuous improvement is required.

### **Education, Training and Experience**

- Graduation from High School or completion of a GED is required.
- Zero (0) year experience in the maintenance and repair of wastewater plant equipment is required.

### **Licenses and Certificates**

1. Possess & maintain a valid Pennsylvania State Driver's License is required (Class C minimum).
2. Obtain & maintain a valid Pennsylvania Commercial Driver's License (Class B with Air Brakes Endorsement) within six (6) months of hire.
3. Obtain and maintain flagger training certificate within one (1) month of hire.
4. Complete EMA training within 12 months of hire to include IS-700 NIMS, CPR, AED, First Aid, and confined space.
5. Obtain and maintain a Class E, Subclass 4 WWTP certification for wastewater as required by the Pennsylvania Department of Environmental Protection, within the first twelve (12) months of employment.

### **Functional Qualifications**

X	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps and the like. Using feet and legs and or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
X	Balance	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of the body.



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X	Carrying	The physical act of manually transporting objects from one location to another.
X	Crawling	Moving about on hands and knees or hands and feet.
X	Crouching	Bending the body downward and forward by bending leg and spine.
X	Driving	The physical act of operating motor vehicle.
X	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching skin, particularly that of fingertips.
X	Fingering	Picking, pinching typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
X	Grasping	Applying pressure to an object with the fingers and palm.
X	Hearing	Perceiving the nature of sound with no less than 4db loss@ 500 Hz, 1,000Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
X	Kneeling	Bending legs at knee to come to rest on knee or knees.
X	Lifting	Raising objects from a lower position to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
X	Pulling	Using entire body to exert force in order to draw, drag, haul or tug objects in a sustained motion.
X	Pushing	Using entire body to press against object with a steady force in order to thrust forward, downward or outward while remaining balanced.
X	Reaching	Extending hands and arms in any direction.
X	Repetitive Motions	Frequent, sustained movement patterns of the upper extremities (fingers, hands, wrists, elbows, shoulders).
X	Seeing	The ability to perceive the nature of objects by the eye. Seeing is important for hazardous positions in which defective seeing would result in injury and positions in which special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens or eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).
X	Standing	Ability to remain in an up-right position while remaining balanced on feet and legs for a sustained length of time.
X	Static Position	Maintaining the same body position for a period of time in order to complete a task.
X	Stooping	Bending body downward and forward by bending spine at the waist. This factor is important as it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
X	Talking	Expressing or exchanging ideas by the spoken word.
X	Walking	Moving about on foot to accomplish task, particularly for a long period of time.

### **Environmental Conditions**

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperature.
- Exposure to noise and pollution.
- Exposure to potentially hazardous electrical or mechanical equipment, and occasionally around hazardous substances.
- Work involves responding to emergencies on a twenty-four-hour basis, especially during periods of snow.

### **Safety Equipment Used or Needed**

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots, face shield, and respirators.

### **Comments**



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- Requires lifting up to 50 lbs.
- Requires standing outdoors for long periods.
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays (on call 24/7).

### **Disclaimer**

- The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

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Employee's Signature

Date

*(The employee's signature denotes that the employee was given this job description on the date indicated.)*

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Supervisor's Signature

Date