

THE LINDEN ROSELLE SEWERAGE AUTHORITY
OPERATOR

GENERAL STATEMENT OF DUTIES

Under supervision, on an assigned shift, is responsible for performing operational procedures, minor maintenance, including painting and housekeeping tasks, at the treatment facility. Collects wastewater samples, maintains required log sheets, and operates a wide variety of mechanical and electrical equipment used in the treatment processes. Makes regular and scheduled inspections throughout his/her assigned area, recognizes, corrects or reports potential interruption/failure of equipment or process to the Operations Supervisor. Performs and/or assists Operations Supervisor in operational procedures during emergency conditions. Responsible for the good housekeeping of equipment and buildings in the assigned area as well as other employee areas of the Authority. Performs related and other duties as assigned.

SUPERVISION RECEIVED

Works under the direct supervision of an Operations Supervisor.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES

- Operates wastewater treatment and sludge processing equipment to control wastewater and sludge flow streams to maintain effluent compliance standards.
- Collects composite and grab samples as instructed and in accordance with the Sampling and Analysis Plan (SAP) as required.
- Maintains shift log and records meter and gauge readings.
- Performs routine analytical laboratory procedures as required, such as pH, dissolved oxygen and settleability testing.
- Monitors and observes variations in operating conditions and interprets meter, gauge readings, control panels and test results to determine processing requirements.
- Operates valves and gates either manually or by remote control; starts and stops pumps to control and adjust flow and treatment processes.

- Manually operates and uses rakes, shovels, forks, and other similar tools in collecting, removing trash, screenings, grit and other materials from the wastestream to collection bins for final disposal.
- Assists Operations Supervisors in controlling the wastewater treatment process during routing and emergency conditions.
- Performs the application and preparation of chemical solutions and the operation of chemical equipment and appurtenances in accordance with needs.
- Makes inspections as required to observe and check the operation and condition of equipment; detect and report faulty equipment operation, malfunction and/or breakdowns to the Operations Supervisor.
- Responsible for the good housekeeping of equipment and buildings and minor maintenance such as painting, in the assigned area as well as other employee areas of the facility.
- Assists in the loading/unloading of chemical deliveries.
- Follows L.R.S.A.'s safety procedures.
- Follows L.R.S.A.'s QA/QC procedures for sample collections.
- Ensures that safety instruments and equipment under his/her care are maintained in working order, and cleaned and stored properly.
- Prepares and submits maintenance work orders to the Shift Supervisor of equipment malfunctions and unsafe conditions as part of the Maintenance Management System (MMS).
- Performs related duties as assigned.

POSITION REQUIREMENTS

- High School Graduate or Graduate Equivalency Diploma.
- Previous experience in a water or wastewater treatment facility or related industry is preferred.
- Previous education or training in a recognized technical institute or college in an area of study or training related to wastewater is preferred.
- Possession of a valid S-1 New Jersey Wastewater Operators License issued in accordance with N.J.S.A. 58:11-64, et seq. is preferred.

SPECIAL QUALIFICATIONS, KNOWLEDGE AND ABILITIES

- An interest in the operation of a wastewater treatment facility.
- Working knowledge of safety practices in the operation of electrical and mechanical equipment and in the general performance of duties.
- Ability to operate various types of equipment used in the wastewater treatment process in accordance with established standard operating procedures.
- Must be reliable and able to work both independently and as part of a team.
- Must present neat, courteous and professional appearance and attitude at all times.
- Must be thoroughly safety conscious when performing duties.
- Must be in good physical condition because work at times requires heavy lifting and other physical exertion.
- Must be able to follow oral and written instructions.
- Must be self-motivated.
- Must possess a valid New Jersey Division of Motor Vehicles Auto Operator's license and have a safe driving record.