



FREDERICK
MARYLAND

OFFICE OF HUMAN RESOURCES
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JOB ANNOUNCEMENT TITLE:	SENIOR OPERATOR	FULL-TIME
OPENING DATE: November 19, 2021	CLOSING DATE: Open until filled	
RECRUITMENT STATUS: In-house/Public	ANNOUNCEMENT #: POS-178-21	
SALARY: Grade 9, \$25.2747 - \$40.4719 per hour	DEPARTMENT: Wastewater Treatment	

At the City of Frederick, we value diversity and the respect, engagement, and productivity an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate, and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

JOB SUMMARY:

The Senior Operator, under direction of the Superintendent, is the field supervisor for the evening or midnight operations of the Wastewater Treatment Plant with the primary responsibility of compliance with the National Pollution Discharge Elimination System Permit.

The Wastewater Treatment Plant operates 24-hours a day, 365-days a year and eight-hour shifts may vary. Shifts will include night, weekend, and holiday work schedules. The person in this position is considered essential personnel and will be required to respond to emergencies as directed by the Superintendent. They will be required to carry a City supplied cell phone and is subject to 24-hour calls and must be able to respond to emergencies as needed as directed by the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises shift activities and ensures shift work is completed.
- Supervises operation staff during emergencies such as high flow, power outages or bypasses.
- Prepares monthly assessment of operations personnel to monitor knowledge, success, and deficiencies.
- Suggests discipline actions as necessary.
- Coordinates and assists with training of Operators to ensure compliance with state, local and departmental policies, and procedures with Superintendent.
- Assists and mentors operations personnel for career pathing advancement.
- Provides instruction for operators to correct deficiencies.
- Develops and revises standard operating procedures (SOPs) for operational tasks and equipment.
- Researches, analyzes, organizes, and presents data/recommendations in an effective and efficient manner.
- Maintains records and logs of all operations for process control ensuring logs are complete and accurate.
- Assists in the development of work schedules and shift assignments.
- Conducts interviews for hiring.
- Maintains inventory of supplies, e.g., cleaning, uniform, chemical, etc.
- Performs the duties of an operator when necessary to assist operators with plant operations, to cover leave, changes in operator schedules or other needs as directed.
- Performs regular walking inspections of the facility and observes Supervisory Control and Data Acquisition (SCADA), monitors control panels and adjusts valves and gates manually or by remote control to regulate the flows and treatment processes.
- Performs other duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED) or equivalent.
- One (1) year as a Senior Operator or Lead Operator, or equivalent wastewater experience in a supervisory capacity.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Maryland Class 5A Wastewater Operators License.
- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Knowledge of Federal and Maryland State regulations and materials, methods, processes, and techniques commonly used in Domestic, Commercial and Industrial Wastewater Treatment or ability to obtain within 30 days of hire.
- Knowledge of safety standards and practices for hazardous environments, including OSHA safety rules, standards, and regulations.
- Knowledge of computers and their applications, especially Microsoft Office Suite at an intermediate level and SCADA applications such as Citect and PLC's.
- Ability to communicate effectively in English and have the ability to carry out instructions furnished in oral, written or diagram form; ability to express ideas to appropriate audience clearly and concisely. To use English orally and in writing to groups and also to individuals; ability to provide classroom and other instructions on the operation, maintenance and safety of a Wastewater Treatment Plant.
- Ability to define problems, collect data, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, calculate figures, decimals, fractions, percents, averages, conversions and solve for unknown values; must possess the ability to apply concepts of basic algebra and geometry such as linear, area and volume measurements; must be able to solve mathematical word problems and set up and solve difficult wastewater formulas.
- Ability to regularly work beyond the scheduled work shift, including nights, weekends, and holidays, and to travel to various seminars or training classes as required to keep current in the wastewater profession.

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

The employee is regularly required to stand for long periods of time, walk extensively to monitor a 4216-acre facility, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to wear safety toe boots while performing the duties of this job.

WORK ENVIRONMENT/CONDITION: *The work environment characteristics described here are representative of those an employee encounters while performing 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 this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high precarious places, work in confined spaces, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock and vibration. The employee is routinely exposed to wastewater liquids and solids. Work involves exposure to and the handling of, highly hazardous chemicals. The noise level in the work environment is usually moderate.

Equal Opportunity Employer