



Town of Snow Hill - Job Description

DEPARTMENT: **Water/Wastewater**
JOB TITLE: **Operator**
COMPENSATION: **Non-Salaried/Non-Exempt**

JOB SUMMARY: Under general supervision the incumbent will inspect, maintain, keep records, plan, organize, and personally perform a variety of operational duties involved in the Town's water treatment, water distribution and sewage collections systems. This individual has the ability to be the primary operations person in either the water treatment facilities or wastewater treatment facility operations. This position reports directly to the Superintendent of Water/Wastewater.

GENERAL REQUIREMENTS

- Drug & alcohol testing
- Subject to emergency call-back with little or no notice
- Pre-employment background check and motor vehicle history

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Completes all operational maintenance tasks within the wastewater treatment facility and acts as lead person to assist operator trainees in completion of their assigned tasks;
- Acts as lead person during installation of new water meter services and during water distribution repairs;
- Implements preventive maintenance programs and performs schedule equipment maintenance on pumps, motors, valves, etc.;
- Troubleshoots operational problems at the wastewater treatment facilities and makes necessary repairs and/or recommendations for outside service, as required;
- Completes laboratory analysis;
- Inspects the water treatment facilities and sewage pumps station and record operational data, as required;
- Collects samples and mixes chemicals;
- Performs routine housekeeping duties;
- Performs water meter readings;
- Tests and repairs water meters;
- Completes new sewer service connections and performs sewer line maintenance, as required;
- Adhere to the Town of Snow Hill Personnel Rules & Regulations;
- Perform other related duties as directed.

QUALIFICATIONS AND SKILLS

- High school diploma or equivalent;
- Class 2 Water Treatment Operators License and/or a Class 5A Wastewater Treatment Operators License;
- Must possess the necessary certification for collection of drinking water samples;
- Must have thorough knowledge of both the trickling filter process and the activated sludge process of wastewater treatment;
- Must have basic knowledge of portable water systems;
- Must have mechanical aptitude and basic knowledge of related equipment;
- Ability to control the aeration tanks and primary and secondary clarifiers;
- Must be able to perform tests for dissolved oxygen, pH, chlorine, settle-able materials, suspended solids and S V and I;
- Ability to use a pH meter and centrifuge;
- Must be observant and pay close attention to detail;
- Must possess a valid Maryland driver's license.

WORKING CONDITIONS

- Work is primarily conducted outdoors with exposure to inclement weather.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)
Moderately active work: Frequent sitting viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 80 lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects and working in extreme and/or inclement weather conditions. Work areas frequently encountered include open ditches, trenches, bridges, open water, heavy machinery, excessive noise and vehicular traffic.

Disclaimer: This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties assigned or required.
