

DOVER TOWNSHIP  
JOB DESCRIPTION

TITLE: Plant Operator Trainee

DEPARTMENT: Advanced Wastewater Treatment Plant

GENERAL SUMMARY: Under supervision and direction of a Certified Operator, in the performance of day-to-day operations; perform operational duties as assigned to ensure continual safe and efficient operation of the advanced wastewater treatment plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform day-to-day operations; provide feedback; comply with safety and quality standards as well as effective completion of unit work; report damage to equipment and vehicles; assist with cleaning of equipment and vehicles.
2. Perform basic maintenance tasks for treatment plant systems and sub-systems associated with bar screens, grit collectors, biofilter blowers, aerators, chemical feed systems, UV disinfection, mixers, clarifiers, digesters, and sludge handling equipment.
3. Follow standard recordkeeping practices for inventory, operational tracking, scheduled maintenance, permits, and general facility task. Assist with the completion of a daily operational log.
4. Maintain plant operating equipment in clean and orderly condition; assist in controlling the routine wastewater treatment process and coordinate shift pumping and disposal operations; conduct visual and sound inspections of equipment; check feed pumps; check digester, blower oil level, belts and gauges; adjust chemical feed equipment for proper operations and application; unload, store and use various chemicals.
5. Under supervision and direction of a certified operator, operate and maintain wastewater treatment processes and equipment to control flow, process wastewater sludge and maintain effluent quality; observe variations in operating conditions and log readings from meters, gauges, charts and instruments; operate valve and gates for process control; start and stop motorized equipment such as pumps, motors, air compressors, blowers and thickeners; detects and reports deficiencies in the operational process.
6. Assist with biosolids belt pressing operations; move and unload polymer drums and assist with clean up; operate belt press in absence of operator.
7. Perform routine laboratory tests under supervision of certified operator or laboratory technician, to assist with NPDES requirements; perform PH, conductivity, BOD, total suspended solids, collect samples from composite samplers and digesters; and log in septic haulers.
8. Perform a variety of maintenance related tasks to support operations and maintain a clean and orderly appearance; clean equipment and facilities using hose and power cleaning equipment, as well as mops & brooms, prepare surfaces and apply paint; operate power equipment including front-end loaders and mowers; clear snow and debris.

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9. Perform non-routine tasks as assigned.
10. Respond as directed by certified operator to alarm system calls; help in the investigation of problems and the making of corrections to system to resolve problem.
11. Trainee must acquire mandated PA DEP certification within 3 years from date of hire and is responsible to obtain any continuing education credits that may be required.
12. Trainee may be assigned to the sewer collection crew on a temporary basis for cross training and to provide assistance as necessary.

**JOB SPECIFICATIONS:**

\*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school or a college degree or courses in science and engineering, and three to five years of related experience. Valid CDL License, Class B preferred.

Knowledge:

General knowledge of wastewater treatment process.

Basic knowledge of wastewater treatment plant operating standards outlined in NPDES permit guidelines, municipal, state and federal regulations and in design manual for treatment plant.

Basic knowledge of general maintenance and repair practices for treatment facility.

Basic knowledge of safety standards and procedures in treatment plant environment.

Basic knowledge of laboratory testing methods and procedures.

Basic knowledge of chemicals used in treatment process. Be able to read and interpret MSDS.

\*Basic knowledge of plant rules and procedures.

General knowledge of mechanical principles involved in the operation of motors, pumps, belts and blowers.

Basic knowledge of computer data entry procedures.

Skill:

Operation of light equipment, including tractor, loader and maintenance truck.

Operation of computer keyboard and mouse.

Operation of hand and power tools.

Abilities:

Ability to read and interpret Rules and Regulations, and Local Ordinances.

Ability to learn to interpret maps, sketches and blueprints.

Ability to learn Microsoft Office programs (such as Excel and, Word) and other computer programs for work related tasks.

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Ability to help prepare accurate records.  
Ability to perform basic operational calculations using a computer and/or calculator.  
Ability to interact effectively with customers, contractors, and Township staff.  
Ability to perform routine work at higher elevations (with proper fall protection).  
Ability to interpret a variety of detailed operating instructions, charts, manuals and reports.  
Ability to demonstrate physical fitness, to include frequent moderate weight lifting (polymer bags, ladders, small pumps, garbage cans, power tools, etc.) and occasional heavy lifting (drums, motors, polymer bags, etc.) standing and walking for long periods of time, climbing ladders, frequent stair climbing, bending and reaching; lifting, pulling and moving hose.

Working Conditions:

Work is performed alone or with others, frequently in the outdoors in a variety of weather conditions. Adherence to safety standards is required for work which is performed on and around a variety of potentially hazardous electrical or mechanical equipment, and occasionally around hazardous substances.

Work schedules are frequently irregular and designated shifts require twenty four hour on-call status. Weekend and holiday work may be required.

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.

REPORTS TO: Plant Assistant Superintendent  
FLSA STATUS: Non-exempt  
DATE: Proposed March 2011