

TITLE: Wastewater Operator I	DEPARTMENT: Wastewater
FLSA STATUS: Non Exempt	PAY RANGE: \$16.07 - \$19.28 / hr
POSTING #: 20111007	DEADLINE TO APPLY: Dec. 19, 2011

General Purpose

Responsible for the operation and maintenance of the District wastewater treatment facilities.

Essential Duties and Responsibilities

The following essential duties and responsibilities are required at all Pay Grade Levels.

- Operates wastewater treatment facilities, including belt press, to control flow and processing of wastewater, sludge, and effluent
- Performs routine well checks and records all information on DHEC well sheets, work orders, logs, etc.
- Observes variations in operating conditions and interprets meter and gauge readings
- Investigates customer wastewater issues
- Collects samples and performs routine laboratory tests and analysis and completes required paperwork
- Conducts sampling for fecal, enterococcus, BOD, TSS, and ammonia
- Operates, calibrates, transports, and performs basic equipment maintenance
- Performs operational checks on treatment plants and records information on operating records and logs.
- Performs basic electrical functions including resetting and / or restarting equipment, testing and changing fuses.
- Replaces chlorine / sulfur dioxide cylinders
- Processes computer work orders
- Performs all duties in conformance to appropriate safety and security standards

Additional essential duties and responsibilities for Wastewater Operators at Pay Grade 8 Level 2 or higher

- Operates advanced belt press and biosolid management operations and maintenance including starting and stopping presses, installing conveyor pans, and waste sludge operations including truck and tank loading.
- Conducts treatment plant checks, performs maintenance checks and cleaning, and accurately interprets plant and lab results and make necessary adjustments
- Operates and accurately interprets readings of volt and amperage meters. Can read and utilize electrical schematics to troubleshoot basic electric functions.
- Demonstrates advanced chemical knowledge and equipment procedures such as switching from automatic to manual operations, adjusting dosages, switching cylinders, pumps, and systems, and receiving shipments.
- Transports sludge to various locations.
- Operate backup generators and dewatering pumps.
- Delivers chlorine and sulfur dioxide cylinders to District wastewater treatment plants and wells.
- Safely performs confined space entry, attendant and competent person functions
- Trains and mentors lower level wastewater operators including documenting observations of proficiency

Additional essential duties and responsibilities for Wastewater Operators at Pay Grade 8 Level 3

- Safely performs confined space entry, attendant and competent person functions
- Assists department supervisor in preparation of Discharge Monitoring Report, NPDES permit renewals, budgeting, and other administrative functions.

- Competently performs advanced level well checks and maintenance including chlorine analyzer maintenance and replacing pressure booster pumps
- Analyzes problems and makes repairs to belt presses and tests for proper operation.
- Accurately performs routine lab analysis including fecal, enterococcus, BOD, TSS, MLVSS, MLSS, ammonia and conductivity
- Assists supervisors in preparing plant for compliance evaluations.
- Orders chemicals following all District procedures.
- Under supervision of department supervisor, orders chemicals for department operations.
- Demonstrates advanced equipment knowledge of operating and maintaining equipment including blowers, plant flow meters, RAS pumps, mechanical bar screen, and grit removal system.

Other Duties and Responsibilities

The following Other Duties and Responsibilities are required of Wastewater Operators at all Pay Grade Levels

- Performs routine maintenance and custodial duties
- Performs general cleaning and painting
- Assists DHEC with sample collection
- Responds to after hours emergencies when needed
- Works all shifts and occasional overtime when necessary
- May perform portions of the work of higher classified positions, occasionally, as assigned.
- Serves on various employee or other committees, as assigned
- Performs related duties as assigned

Additional Other Duties and Responsibilities Required for Wastewater Operators at Pay Grade 8, Level 2 or above

- Reads schematic diagrams, blueprints, and drawings

Additional Other Duties and Responsibilities Required for Wastewater Operators at Pay Grade 8, Level 3

- Demonstrates expertise by analyzing process and procedures of the wastewater plants and makes recommendations to improve efficiency or reduce costs

Required Knowledge, Skills and Abilities

- Ability to interact professionally with internal and external customers.
- Ability to use hand tools and other mechanical equipment
- Ability to perform mathematical calculations
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, other departments and the public;
- Ability to understand and carry out written and oral instructions
- Basic computer skills including windows, word processing, and spreadsheets

Desired Education and Experience

Wastewater Operator Pay Grade 8, Level 1

- High school diploma or equivalent.
- SC Class "B" Biological Wastewater Treatment license
- 3 years related work experience, or a combination of education and experience as required for South Carolina "B" Biological Wastewater Treatment license
- SC "Class D" Water Treatment license desired
- SC "Class D" Water Distribution license desired
- Valid SC Driver's License required. SC CDL "A" with tanker endorsement

- SC “Class C” Wastewater Collection license

Wastewater Operator Pay Grade 8, Level 2

- Associates Degree plus 4 years related work experience, or a combination of education and experience as required for South Carolina “A” Biological Wastewater Treatment license
- Valid SC Driver’s License required. SC CDL “A” with tanker endorsement and HAZMAT endorsement
- SC Class “C” Water Treatment license, desired
- SC Class “C” Water Distribution license, desired
- SC Class “B” Wastewater Collection license, desired
- Confined Space Attendant, Entry and Rescue Certifications
- CPR / First Aid certification
- 24 Hr HAZMAT certification

Wastewater Operator Pay Grade 8, Level 3

- Bachelor Degree plus 7 years related work experience, or an equivalent combination of education and experience
- Valid SC Driver’s License required. SC CDL “A” with tanker endorsement and HAZMAT endorsement
- “Class A” Biological Wastewater Treatment license required
- SC “Class A” Wastewater Collection license
- SC “Class B” Water Treatment License
- SC “Class B” Water Distribution License
- Confined Space Entry and Rescue Certification
- CPR / First Aid certification
- OSHA 30 Hr General Industry
- Backflow Certification
- 24 Hr HAZMAT certification
- Incident Command certification

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk, and talk or hear. Typically bends, stoops, and crouches on a regular basis to adjust or repair equipment. Constantly moves about to coordinate work.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

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 occasionally works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and / or humid conditions. The employee is occasionally exposed to fumes or airborne particles, and the risk of electrical shock. The employee is frequently exposed to toxic or caustic chemicals.

Other

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description describes the most common duties performed by employees in this classification. There may be some duties that some employees may not perform. There may be duties not listed that are performed by employees in this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

To Apply

- Email resume and / or application to hr.gcwsd@yahoo.com or
- Mail a copy of your resume / application to Georgetown County Water & Sewer District, Attn: HR, PO Box 2730, Pawleys Island, SC 29585 *or*
- Apply in person at the GCWSD Pawleys Island Administration office at 456 Clearwater Road, Pawleys Island, SC 29585

EOE / Drug Free

Georgetown County Water & Sewer District does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability.