



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: CLASS 4 OPERATOR, WASTEWATER PLANT
GRADE LEVEL: 4
FLSA: Nonexempt
DEPARTMENT: Wastewater Plant
EFFECTIVE DATE: January 2025

MAJOR PURPOSE:

Under direction of the Wastewater Treatment Plant Director, manages and oversees the operation, maintenance, and administration of a .8 MGD state-of-the-art Wastewater Treatment Plant utilizing biological nutrient removal, to protect receiving water sources. Ensures proper operation and regulation of facilities to achieve required water quality.

ESSENTIAL JOB FUNCTIONS:

- Operates and regulate facilities and processes and processes to achieve required water quality.
- Conducts daily standardized physical, and microbiological tests in a state certified microbiology lab, and performs necessary record keeping and reporting.
- Assists Director with all weekly, monthly, and yearly reports for regulatory agencies as required.
- Monitors the operation of equipment/processes such as pumps, metering devices, electric control panels, bio-solids dewatering, chemical feed systems and gas compressors.
- Conducts preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data Acquisition (SCADA) systems.
- Maintains laboratory equipment and cleans all apparatus.
- Prepares and maintains records of plant operations and submits reports such as equipment malfunctions, recommends corrective actions and equipment repair needs.
- Collects samples of wastewater and sludge at prescribed stages and time intervals.
- Operates and regulates facilities to achieve required effluent water quality.
- Manually handles chemicals for wastewater treatment.
- Maintains laboratory equipment and cleans all apparatus.
- Reports and monitors unsafe working conditions.
- Assist with preventative and corrective maintenance.
- Maintains a comprehensive, current knowledge of applicable laws/regulations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of the proper operation and maintenance of an a .8 MGD state-of-the-art Wastewater Treatment Plant.
Knowledge of the properly handle chemicals for wastewater treatment.
Knowledge of the operation of equipment/processes such as pumps, metering devices, electric control panel bio-solids dewatering, chemical feed systems and gas compressors.
Ability to achieve required water quality.
Ability to conduct inspections and investigations to ensure compliance with laws and regulations.
Ability to prepare and maintain inspection and investigation logs and reports.
Ability to use and maintain testing and plant equipment.
Ability to use and interpret data from the Supervisory Control and Date Acquisition (SCADA) systems.
Ability to use Microsoft Word, Excel, and Outlook.
Ability to complete and submit online reports to Wastewater regulatory agencies.
Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to graduation from high school, plus Possession of a Class IV Wastewater Operator's License in the Commonwealth of Virginia and two (2) years of experience in wastewater plant operations.
Experience with the Supervisory Control and Data Acquisition (SCADA) systems.

PREFERRED QUALIFICATIONS:

Class IV Water Operator's License in the Commonwealth of Virginia.

REQUIRED LICENSES/CERTIFICATES:

Must possess either a Class IV Wastewater Operator's License in the Commonwealth of Virginia upon date of hire
Possession of a valid Virginia Driver's License

WORKING CONDITIONS:

Work shifts may fluctuate as needs arise and will include day, evening, weekend, and holiday shifts.
Work is both indoors and outdoors and may be exposed to noisy machinery, unpleasant odors, and potential hazards such as slippery walkways and dangerous gases.
Involves considerable risks which require the use of strict safety precautions and procedures and/or use of specialized equipment.
Able to climb, reach, and stoop. Physically active and out in the field
Subject to call-in 24 hours a day when emergencies occur.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____