

Rotating Operator
Department of Public Works/Bureau of Wastewater

Class Title: Rotating Operator
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Class Definition: On an assigned shift, has responsibility for performing operational procedures and minor maintenance at the Water Pollution Control Facility. Is responsible for the operation of mechanical and electrical equipment at the plant and for interpreting laboratory data on a daily basis for the purpose of maintaining compliance with the requirements of the facility NPDES Discharge Permit. Reports to superintendent or his/her designated representative.

Distinguishing Features of Work: A person in this position is responsible for obtaining and maintaining the level of licensure required by the City and/or the State within the timeframe specified by the State based upon the individual's education and experience. Collects wastewater samples, maintains required log sheets, and operates a wide variety of mechanical and electrical equipment used in the treatment processes. Performs routine laboratory tests. Makes regular, scheduled and unscheduled inspections throughout facility. Recognizes and reports interruption or failure of equipment and process information and observations to the superintendent or his/her designated representative. Fills out maintenance requests as required. Directs personnel in operational procedures during emergency conditions, and contacts appropriate management personnel. Responsible for the good housekeeping of equipment and buildings while on shift. Operates vehicles assigned to the Water Pollution Control Facility. Must be available for scheduled and unscheduled overtime. Must be able to work a swing-type schedule which includes regular 12 hour shifts.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. 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). This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Interprets laboratory data on a daily basis to ensure that all parameters are within acceptable ranges. Actively seeks out lab results on a daily basis immediately after lab tests are completed for required parameters. Reports immediately to a supervisor any lab result that is found to be questionable in any way or actionable and outside of acceptable ranges. Makes regular, scheduled and unscheduled inspections throughout the facility to observe plant processes and conditions. Responsible for communicating observations of plant processes and conditions to Superintendent or his/her designee. Makes regular, scheduled and unscheduled inspections throughout the facility to observe and check the operation and condition of equipment; detects and reports faulty equipment operation, disorders and breakdowns to the Superintendent or his/her designee and fills out maintenance requests as required. May be responsible for directing the activities of personnel on shift. Responsible for training such personnel as may be assigned from time to time including probationary employees. Operates wastewater treatment and sludge processing and disposal equipment to control hydraulic and organic loadings for the optimal

treatment of wastewater and sludge. Collects grab and automatic and manual composite samples of plant influent, partially treated wastewater, sludge, effluent and other sources as required. Installs and collects automatic sampling equipment. Prepares chemical batches and operates chemical feed equipment and associated equipment in accordance with process control orders. Maintains adequate chemical supplies to continuously treat wastewater and sludge according to established standards. Directs and assists the loading of and unloading of chemical deliveries. Maintains operations log and shift logs. Monitors and records readings from gauges, meters, and control panels. Performs routine analytical laboratory procedures such as pH testing, dissolved oxygen testing, settleability testing, etc. Assists Superintendent or his/her designee in controlling the wastewater treatment process during routine and emergency conditions. Directs assigned personnel in operational procedures during emergency conditions and contacts appropriate management personnel. Is responsible for minor maintenance on plant equipment, including, but not limited to, filling oil reservoirs, oiling chains, unclogging pumps, etc. Is responsible for the good housekeeping of plant equipment and building while on shift. Ensures that safety instruments and equipment under his/her care are maintained in working order, and cleaned and stored properly. Follows laboratory Quality Assurance/Quality Control procedures for sample collections. May work on snow/ice removal team. Operates vehicles and mobile equipment assigned to the Water Pollution Control Facility. Carries and operates a two-way radio, as supplied by the employer, to stay in constant communication with office and the other employees and management personnel. Follows Water Pollution Control Facility and City of Easton work and safety procedures. Performs other duties as assigned by superintendent or his/her designee.

Tools and Equipment Used: Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

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 walk; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; smell; climb steps both indoor and outdoor; and climb ladders. The employee must be able to perform all the above physical activities in all types of weather conditions during all the seasons of the year. The employee must frequently lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee must be able to work a swing-type schedule which includes regular 12 hour shifts.

Work Environment: 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 regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions. The employee regularly works in high,

precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually quiet to moderately loud.

Necessary Knowledge, Skills, and Abilities: A comprehensive knowledge and understanding of the treatment processes, and the operation of the mechanical, and electrical equipment that are necessary to maintain compliance with the treatment objectives of the facility. Must have an interest in the operation of a water pollution control facility. Must possess the ability to supervise and train other employees. Working knowledge of safety practices used in the operation of mechanical and electrical equipment and in the general performance of duties. Ability to operate the various types of equipment used in the wastewater treatment process in accordance with established standard operating procedures. Working knowledge of the methods, practices, and techniques used in the operation of the equipment utilized in the unit processes of the facility. Gives positive leadership to operations personnel by his/her actions and example. Must be reliable and able to work both independently and as head or part of a team. Must present neat, courteous and professional appearance and attitude at all times. Must be thoroughly safety conscious when performing duties. Must be in good physical condition because work requires heavy lifting and other physical exertion. Must be able to follow oral and written instructions. Must be able to give oral and written instructions. Must be self-motivated.

Qualifications Required for Appointment: High school diploma or the equivalent (GED). At least two years of full time paid experience in wastewater operations at this facility or another comparable facility is preferred. Alternate experience may be considered by management. The minimum requirement for this position is to obtain the necessary PA Sewage Treatment Plant Operator License for the class and subclass of the Easton facility. The City of Easton wastewater plant is rated as a Class A-1 facility. Failure to obtain the Class A-1 License within 90 days of the 4th anniversary of the employee's effective date of hire or transfer into this position will result in demotion to a lower paying position, or termination of employment if no lower paying position for which the employee has the minimum qualifications is available.

Work Schedule: Per established departmental policy.