

JOB SUMMARY FOR WASTEWATER OPERATOR TRAINEE

Incumbents learn and perform a variety of monitoring, maintenance, operations, and repair work on the City's wastewater treatment system and facilities. Under supervision, learn and perform a variety of operations, monitoring, maintenance, and repair work on the City's wastewater treatment facility, including pumps, lift stations, and associated equipment, and do related work as required.

SUPERVISION RECEIVED AND EXERCISED: Receives supervision from the Wastewater Treatment Operator. This position is not supervisory.

ESSENTIAL DUTIES: The assignments listed below are performed in a training and learning capacity under the direction of a certified operator with the expectation that an incumbent will develop the capacity to perform the full scope of work with minimal guidance and supervision. Essential and other important responsibilities may include, but are not limited to, the following:

- Monitors wastewater treatment system operations, reading charts and gauges noting operational problems and recommending adjustments to maintain system balance.

- Inspects pumps, sump pumps, ventilators, and air supplies.

- Gathers samples at appropriate sampling points, using proper procedures and recording information for records.

- Cleans and monitors the operations of automatic samplers. Performs basic laboratory tests, as needed. Checks and maintains proper oil levels in equipment. Reads and adjusts pressures and flows for seal water. May assist with raising and lowering influent gates. Cleans strainers.

- Changes charts.

- Checks and maintains proper status of chlorination/de-chlorination equipment. Fills oil reservoirs to proper levels.

- Primes pumps.

- Checks flow patterns of water and sludge. Ensures proper operation of stand-by-generators.

- Measures sludge depths and trouble shoots the sludge pumping system.

- Tests proper operations of residual analyzers, and chlorination/de-chlorination. Checks gas traps and drains accumulated liquids.

- Inspects and cleans lift stations facilities and grounds. Uses a variety of testing equipment and procedures. Operates a variety of equipment and hand power tools.

- Maintains a variety of records and reports related to wastewater system operations. Performs preventive maintenance.

- Under supervision, may operate computers for process control and monitor SCADA systems, and maintain daily operational logbook.

- Learns to perform calculations for process control and process optimization.

MIMIMUM QUALIFICATIONS: Knowledge of: Basic knowledge of the principles, methods, and practices pertaining to the operation, maintenance, and wastewater treatment facilities and systems. Ability to: Learn and perform a wide scope of assignments in the operation, maintenance, adjustment, and repair of the city wastewater treatment system. Learn and inspect wastewater treatment facilities and systems for proper and safe operating conditions. Learn to collect samples and conduct basic laboratory tests. Learn to skillfully use a variety of hand and power tools in the maintenance, testing, monitoring, adjustment, and repair of wastewater treatment facilities and systems. Learn and maintain detailed and accurate operational logs. Learn and operate specialized computer programs. Learn and operate testing equipment. Maintain accurate records and reports. Deal tactfully and courteously with the public. Establish and maintain cooperative internal and external working relationships. Learn laws, rules, regulations, and environmental requirements applicable to operation and maintenance of wastewater treatment facilities and systems. Must have a High School Diploma or GED equivalent. Must have a valid driver's license.

REQUIREMENTS UPON HIRE: Must be willing to obtain a CDL license within one year appropriate for the operation of vehicles required for use in the Public Works Department. Must be willing to begin certification towards the Wastewater Operator II Certification after six months. Must be willing to attend necessary and ongoing training as required by the State of North Carolina, applicable to the Wastewater Operator Trainee position. Must be willing to be on call periodically during nights and weekends.

EXPERIENCE AND CERTIFICATION(S): Any combination of certifications, experience and training for the job skills and abilities would be considered. A minimum of one (1) year of experience in public works, operation, maintenance, and construction work is a plus.

The Town of Fremont has an excellent benefits package, which includes paid Life, Dental, Health, and 401K Retirement and would participate in the North Carolina State Retirement system for Local Government Employees (LGERS). The salary range for the position is \$35,360 to \$37,440 per year.

The Town of Fremont is an Equal Opportunity Employer.

Please complete a job application available at Fremont Town Hall, or email Brian Harvey, bharvey@fremontnc.gov, or mail your resume' to:

Mr. Brian Harvey, Public Works Director
C/O Fremont Town Hall
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PO Box 4
Fremont, NC 27830