

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 11
40 Hour Week

WWF PLANT OPERATOR IV

GENERAL STATEMENT OF DUTIES: Performs work operating and supervising the operation and maintenance of wastewater treatment plants and sludge disposal facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class generally operate and supervise the operation, repairs, and maintenance of wastewater treatment plants and sludge disposal facilities, including their structures, equipment, and grounds in compliance with applicable permit requirements. Employee will supervise subordinate operators, and receive supervision from the Operations Supervisor. Employee must use reasonable care, judgment, and application of knowledge in the performance of duties.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative only)

Direct the work of Plant Operators I, II, and III on an assigned shift;
Inspect and evaluate the plant premises and machinery for possible problems and reports findings to Wastewater Operations Supervisor;
Monitor all plant processes including sludge pumps, flow and chlorine rates, and solids removal and recycling, and septage receiving facilities to ensure proper operation;
Record and interpret readings of flow meter and gauges;

Maintain and assist on repairs or supervises the routine maintenance and repair of all equipment;
Maintain the concentrators and belt filter presses;
Monitor the telemetry panel during the operation of the presses;
Train subordinate Plant Operators as needed;
Record unusual occurrences in log book;
Perform chemical tests as needed;
Participate in preventive maintenance of plant equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles, practices and methods used in wastewater treatment and pumping operations; thorough knowledge of the occupational hazards connected with wastewater facilities; thorough knowledge of the operation of mechanical and electrical equipment used in wastewater treatment and pumping operations; ability to maintain and adjust pumps, chemical feed machines and other plant equipment; ability to follow oral and written instructions; ability to perform manual work; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. (Some college preferred) with at least three years of acceptable operation experience as a WWF Plant Operator III, or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: May be required to pass written examination administered by Kent County Personnel Office. Possession and retention of a valid Class IV Wastewater Facilities Operator license issued by the State of Delaware. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. May be required to work weekends, holidays, and late shifts. Additional collective bargaining agreement provisions may apply.

Employee Acknowledgement

Eff. 10/01/07

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