

NEW CASTLE COUNTY GOVERNMENT

Number 1304

CLASS SPECIFICATION

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Date 04/29/08

Title: WASTEWATER TREATMENT PLANT OPERATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled work in the operation and maintenance of wastewater treatment plants and associated facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class operates, repairs, and maintains wastewater treatment plants and associated facilities, including their structures, equipment, and grounds in compliance with applicable permit requirements. This employee may supervise Wastewater Treatment Plant Operator Trainees or other section employees in the performance of these duties. This employee receives on-the-job training and must successfully complete New Castle County training requirements, including classroom and/or individual study instruction and periodic proficiency testing. Failure to demonstrate proficiency as determined by written or performance testing will result in demotion to a suitable position, if available. This employee works under general supervision and must use reasonable care, judgment, and the application of their knowledge in the performance of their duties.

EXAMPLES OF WORK: (Illustrative only)

- Directs the work of Wastewater Treatment Plant Operator Trainees and maintenance personnel;
- Evaluates physical, chemical and biological tests and, based on the results, takes necessary action to correct any unsatisfactory conditions;
- Records and interprets readings of meters and gauges;
- Collects and performs tests on samples, including sample compositing procedures;
- Performs overall plant and facility structure and grounds maintenance and cleanup;
- Maintains and repairs and/or supervises the maintenance and repair of all equipment and processes;
- Maintains and/or supervises the keeping of maintenance and operational records;
- Attends training courses in the operation of wastewater treatment plants and sludge composting facilities;
- Operates pumps and equipment;
- Writes reports as required;
- Acts as individual in direct responsible charge of wastewater treatment plants at appropriate licensing level;

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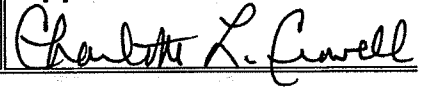
CLASS SPECIFICATION

Page 2 of 2

Date 04/29/08

Title: WASTEWATER TREATMENT PLANT OPERATOR

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the function, repair, and servicing requirements of wastewater treatment and composting equipment, machinery, and facilities; good knowledge of physical, chemical, and biological processes as they pertain to the treatment of wastewater; good knowledge of the processes involved in the purification of water; ability to inspect, detect flaws and defects, and make routine or operator repairs as required to the machinery and mechanical equipment of treatment facilities; ability to read, record, and interpret flow meter readings and charts; ability to maintain daily records; ability to perform tests for plant control and permit requirements; mechanical aptitude; ability to supervise others.

MINIMUM QUALIFICATIONS: At least three years of experience at or above the level of Wastewater Treatment Plant Operator Trainee and possession of a high school diploma or GED certificate; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent and possession of a valid State of Delaware Class II Wastewater Treatment Facility Operator's license. Must obtain a Delaware Class III Wastewater Treatment Facility Operator's license within three years of appointment to be retained in this job classification. Licenses must be maintained in accordance with applicable State and Federal regulations. Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: Circa 1976
Revised: 10/11/89
Revised: 07/30/90
Revised: 01/01/91
Revised: 01/01/96
Revised: 03/01/00
Revised: 07/02/02
Revised: 04/29/08