

JOB TITLE: Water/Wastewater Technician 3
DEPARTMENT/DIVISION: Maintenance Department
REPORTS TO: Public Works Supervisor

GENERAL JOB RESPONSIBILITIES

Account for operations of the water and wastewater treatment plant processes, laboratory, biosolids management operations, and perform assigned operations and maintenance responsibilities at the water/wastewater treatment facilities in accordance with established procedures. Perform maintenance activities on water distribution and wastewater collection lines, including all related components and any other duties as assigned.

SPECIFIC JOB RESPONSIBILITIES

1. Deliver potable drinking water to the consumers, provide continuous effective treatment of collected wastewater, manage biosolids processing and distribution, and provide the analytical examination of water, wastewater, and biosolids in compliance with United States Environmental Protection Agency (EPA) and Pennsylvania Department of Environmental Protection (DEP) regulations, and in accordance with standard operations procedures and approved methods; assure sufficient treatment operations as to cause no interference or interruption to the water/wastewater treatment process operations; secure the procurement of materials and supplies in accordance with established policies as required to accomplish the same; maintain records as required.
2. Assure the effective treatment processing of all the wastewater treatment plant's residual solids to produce "Class B biosolids" as defined by the as EPA and the Pennsylvania DEP. Implement and maintain records, reports, and standard procedures as required.
3. Perform specific analysis as required to assure that all quality controls standards have been met.
4. Perform all general and specific job responsibilities for the Water/Wastewater Technician 1 and 2 positions as necessary and required.
5. Communicate specific instructions to, direct, and review the work of other personnel assigned to perform water/wastewater treatment processes, laboratory, and biosolids processing operations; refer any personnel matters to management.

6. Implement and maintain standard water/wastewater treatment process control, laboratory, and biosolids management operation procedures.
7. Account for all assigned materials, tools, and equipment; perform specific maintenance and inspections in accordance with established procedures; maintain records as required to accomplish the same. Initiate the procurement of materials and supplies as required to perform job responsibilities.
8. Coordinate water and wastewater treatment process operations with other assigned personnel; coordinate preventive and emergency maintenance and repair of assigned equipment with other maintenance personnel to assure the continuous delivery of potable drinking water to the consumers, continuous effective treatment of collected wastewater, and sufficient biosolids processing.
9. Assure scheduling, analysis, and the performance of sample collections in accordance with EPA and DEP regulations; coordinate required performance of analytical examinations with any private laboratories in order to meet established deadlines.
10. Maintain industrial/commercial pretreatment program as needed; monitor permitted user waste discharges to assure protection from process upsets due to prohibited waste and/or excessive waste concentrations; perform analysis of waste samples to determine user compliance; maintain records as required to accomplish the same. Review the work of other staff personnel assigned to perform activities.
11. Follow utility operation and maintenance safety program by performing investigations, training, inspections, to assure a safe working environment; assist in the development of policies and procedure; review the work of other personnel to assure established procedures are followed.
12. Perform data processing activities; maintain records and reports as required by state and federal regulatory agencies; conduct plant inspections with the same.
13. Confer on a regular basis as determined by the Public Works Supervisor, and appropriate management staff as circumstances warrant.
14. Perform other work activities as assigned.
15. Respond to emergency call-outs after regular working hours when requested.

REQUIRED CREDENTIALS

1. Proven skills in the efficient operation of water/wastewater treatment processes.
2. Working skills in plumbing or mechanical trades.
3. Proven skills in the efficient operation of biosolids handling and processing equipment and processes.
4. Proven skills in the operation of front-end loader, vac-con truck, forklift, skid loader, and single axle dump trucks, and water/wastewater system work activities.
5. Proven skills in the accurate performance of analytical laboratory procedures.
6. Ability to perform heavy manual labor and climb high structures.
7. Hold valid PA DEP Wastewater License, Class B subclassification 1, 4.
8. Hold valid PA DEP Water License, Class C subclassification 2, 7, 8, 11.
9. Completion of 200 hours PA DEP approved Water/Wastewater Operator Training including lab procedures, pretreatment inspection, and biosolids management training.
10. Hold valid PA Class B Commercial Driver's License.
11. Minimum eight (8) years experience in operations and maintenance of water/wastewater treatment plants, including five (5) years experience in process control operations at the Mifflinburg water and wastewater system.
12. Ability to deal effectively with the public.
13. Earned high school diploma or GED.
14. Proven skills in the operation of vehicles and equipment utilized in water/sewer system work activities.
15. Minimum two (2) years experience in maintenance and construction of water distribution and wastewater collection systems.

REQUIRED PHYSICAL AND MENTAL CAPABILITIES

1. Ability to understand complaints and deal with the public in a courteous fashion.

2. Ability to lift objects weighing as much as 100 lbs.
3. Ability to remain on one's feet while working for periods as long as 5 hours.
4. Ability to perform heavy manual labor.
5. Ability to climb and descend from stairs and ladders as high as 40 feet.
6. Ability to perform work on elevated structures and in confined spaces.
7. Ability to bend, reach, and squat to perform operations and maintenance tasks.
8. Ability to hear and communicate on the telephone, 2-way radio, and in person.
9. Ability to view and complete operations and maintenance reports and documents.
10. Ability to perform complex mathematical calculations and solve geometric equations as used in the preparation of required water and wastewater system process control and reporting systems.
11. Ability to speak, write, and understand the English language.
12. Ability to perform physical functions that require full use of both hands and feet.