

## Assistant Operator WWTP Trainee Job Description

**Title:** Assistant Operator WWTP Trainee  
**Job Analyst:** Wastewater Treatment Manager  
**Department:** Wastewater Treatment  
**Reports to:** Wastewater Treatment Manager

**Date:** February 2020  
**FLSA Status:** Non-Exempt  
**Pay Range:** Band VI

**Direct Reports:** None

**Access to Sensitive Confidential Information?** No

**Does this Position Include Access to, or Handling of WCSA Funds (Cash, Checks, Credit Cards, Banking, Purchasing Approvals)?** No

**Does this Position Make Decisions that Impact Environmental Health?** Yes

**Background Check Required?** Criminal, Physical, and DMV

### Job Summary:

Under the direct supervision of a Wastewater Class 1 or 2 operator, the Wastewater Treatment Class 3 or 4 Operator performs a variety of skilled tasks in order to maintain and operate the WCSA's Wastewater Collection and Treatment Facilities. An Assistant Operator (Class 3 or 4) operates, maintains, and monitors Wastewater quality in the treatment facilities and maintains the integrity of the Wastewater collection system. This is to ensure attainment of quality performance and compliance with all federal, state and local regulatory requirements. An Assistant Operator's duties include the monitoring and limited control of the entire plant facility and remote facilities. Additional duties include, but are not limited to: performing laboratory quality-control analyses and record keeping. An Assistant Operator's position also involves minor and major repair work, routine preventative maintenance and cleaning duties. An Assistant Operator is to provide assistance to the higher ranking operators and their goal is to learn as much as possible about Wastewater treatment and the WCSA system to be able to obtain a higher class ranking of 1. The duties of the Assistant Operator require direct supervision and authority of either a Class 1 or 2 ranked Operator.

### Duties and Responsibilities:

Dimension	Task
Work - Tasks	Participates in the operations of the Wastewater Treatment facilities to meet applicable standards of the governing regulatory agencies.

	<p>Keeps accurate operating records and has the ability to interpret such records.</p> <p>Completes and submits routine and special reports as assigned.</p> <p>Participates in the maintenance of plant equipment.</p> <p>Monitors the in-plant SCADA system at the Hall Creek Wastewater treatment facility and the collection system.</p> <p>Performs sampling and laboratory tests.</p> <p>Performs office related work, to include but not be limited to: using computer hardware and software.</p> <p>Complies with regulation so the facilities are maintained and operated in such a manner, as to meet VA-OSHA safety standards.</p> <p>Handles and applies chemicals in a safe and appropriate way.</p> <p>Maintains proper housekeeping and grounds cleanup.</p> <p>Makes adjustments to the treatment process and pumping as required <u>upon the direction and supervision of a Class 1 or 2 operator.</u></p> <p>Other duties as assigned.</p>
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**General:**

	<p>Able to establish and maintain effective working relationships with co-workers, officials, consultants, contractors, developers and the general public.</p>
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**Required Experience and Education:**

(C)	<p>High school education or equivalent (GED).</p> <p>(a) Plus training in a field required for the job or related field</p>
(C)	<p>One year experience in the operation of Wastewater treatment facilities.</p> <p>A valid driver's license (required).</p> <p>See the Personnel Policy Manual for personal insurance requirements.</p> <p>Computer proficiency using Word, Excel, and Outlook (preferred).</p> <p>Knowledge of Washington County (preferred).</p>

**Job Complexity:**

(D)	<p>Knowledge, interpretation and application of established standard operating procedures and application of more complex policies, procedures and/or regulations. Decision making and proper judgment is</p>
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	required. Some certification or responsibility for documents is required.
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**Safety of Self and Others:**

(D)	Position routinely works in an environment where hazards are considerable and considerable care of the safety of others is required. If an accident were to occur, significant loss is possible.
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**Physical Demands:**

(A)	Sitting
(B)	Walking
(C)	Standing
(D)	Bending neck
(E)	Twisting neck
(F)	Bending waist (forwards or sideways)
(G)	Twisting waist
(H)	Squatting (crouch or sit on one's heels)
(I)	Climbing (ladder, in/out of ditch, in/out of equipment)
(J)	Kneeling
(K)	Crawling
(N)	Repetitive both hand movement
(Q)	Simple grasping both hands
(T)	Power grasping both hands
(W)	Pushing/pulling both hands
(Z)	Fine manipulation both hands
(AA)	Reach above the shoulder
(BB)	Reach below the shoulder
(FF)	Lift or carry items weighing up to 75 lbs.
(II)	Driving
(LL)	Repetitive both feet movement

**Environmental Demands:**

(B)	Extreme cold (below 32 F)
(C)	Extreme hot (above 100 F)
(D)	Noise (need to shout in order to be heard)
(E)	Vibration (exposure to oscillating movements of extremities or whole body)
(F)	Exposure to dust/gas/fumes/chemicals
(G)	Work outdoors (without shelter from weather)
(H)	Walking on uneven ground (gravel, rocks, mounds)
(I)	Working around moving machinery (backhoe, excavator, fork-lift, tractor)
(J)	Personal Protective Equipment required (respirator, mask, earplugs,

(K)	gloves, eyewear, safety shoes) Potential exposure to infectious disease
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**Mental Demand:**

(C)	Multi-task job requiring sustained mental effort and alertness 75% of the shift.
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**Latitude:**

(B)	Work under close supervision or have detailed instructions. Job is permitted little or no latitude in the choice of means and methods. All questions or problems are referred to policies, standard operating procedures before the supervisor.
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**Accuracy:**

(C)	Probable errors may cause inaccuracies in reports, records or technical data, and result in dissemination of inaccurate or incomplete information. Errors in work may delay progress of programs influencing costs to a limited extent; however, errors would usually be detected before results become serious.
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**Certifications and Licenses:**

(H)	OSHA General
(J)	Confined Space Entry

**Policies, Regulations, Acts and Law:**

(A)	WCSA Personnel Policies and Procedures Manual
(B)	WCSA Rules and Regulations
(D)	WCSA Sewer Use Rules and Regulations
(H)	Virginia Waterworks Regulations
(I)	Virginia Sewer Collection and Treatment Regulations
(J)	General Laws governing all Virginians
(K)	Virginia Water and Waste Authorities Act
(R)	WCSA Use of Lands

**Hours:**

Current regular work hours are 6:00 AM to 2:00 PM, rotating shift, with a 30-minute paid lunch period, but work hours may be changed from time-to-time. Moreover, due to the nature of operating water and wastewater systems, afterhours work may be necessary from time-to-time, and therefore employees are expected to be available after the end of the shift when required. Having personnel available to address emergencies is also important and therefore the Wastewater Manager will develop and implement an on-call

schedule that is in the best interest of WCSA for the wastewater. Compliance with the on-call schedule is a condition of employment.

**Employee Approval:**

By signing below, I accept and approve this job description.

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Name:

**Supervisor Approval:**

By signing below, I accept and approve this job description.

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Name: