

MOUNT JOY BOROUGH AUTHORITY

Wastewater Operator

The Mount Joy Borough Authority is currently accepting applications for the position of Wastewater Operator. A complete job description for this position is below.

This position will remain open until it is filled by a qualified applicant. Applications can be obtained at the Mount Joy Borough office, 21 East Main St, Mount Joy, 717-653-5938 or on the Mount Joy Borough Website, www.mountjoyborough.com under the employment tab.

Please submit applications (required) and resumes to the Mount Joy Borough Authority office, attention Scott Kapcsos, or by email to scottk@mountjoypa.org

MOUNT JOY BOROUGH AUTHORITY

JOB DESCRIPTION

TITLE: Wastewater Operator

Department: Wastewater - Authority

GENERAL SUMMARY: Under direction, operate treatment plant to process wastewater; perform operation and maintenance to ensure continual, safe, and efficient operation of the wastewater treatment plant and collection system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate treatment plant to process wastewater, sludge, and maintain effluent quality; observe variations in operating conditions, log and interpret readings from meters, gauges, charts and instruments; start and stop motorized equipment such as pumps, motors, air compressors, and blowers; detect and report deficiencies in the operational process.
2. Perform routine maintenance on treatment plant and collection system pump station equipment; coordinate pump and disposal operations; conduct audible and visual inspections of equipment; check flows, alarm indicators or condition, test equipment, feed pumps, and filters; check digester, blower oil level, belts and gauges; unload, store, and use various chemicals; pump out screen pit; empty gas traps.
3. Operate computer-based SCADA system to perform daily plant operation check, diagnose and reset alarm conditions, and adjust process control setpoints following standard operating procedures or under direction of a licensed operator.
4. Perform routine laboratory testing to assist with NPDES permit requirements; collect samples and perform pH, conductivity, BOD, COD phosphorous, alkalinity, and total suspended solids analyses.
5. Operate or assist with biosolids belt press operations; add polymer, set up belt filter press and polyblend units; set speeds on sludge feed pumps; run conveyors; observe press operation to prevent overturn and check for dryness; correct routine malfunctions; clean up press and surrounding area; conduct tests to ensure operation meets wasting requirements.
6. Operate mobile television and combination vac/flusher truck to conduct internal inspection of sewer lines; inspect manholes, eliminate obstructions (e.g. roots, grease and other deposits) clean and repair manholes, update sewer maps and manhole charts; locate lines to be inspected using map, locate and identify infiltration points and sewer defects and record pertinent data; photograph serious or unusual irregularities.
7. Perform a variety of routine maintenance related tasks to support operations and maintain a clean and orderly appearance at all facilities including clean equipment and facilities using power cleaning equipment, prepare surfaces and apply paint; maintain fleet vehicles including washing; snow removal.
8. Perform water meter reading; walk or drive vehicle to various meter locations; utilize a hand-held portable device to collect meter readings; troubleshoot meter work orders, replace or repair water meters and equipment, respond to customer questions or concerns pertaining to water meters.
9. Respond to PA One Calls, including emergencies, field mark Authority owned water and sewer lines.
10. Provide assistance to other departments and staff as required.

JOB SPECIFICATIONS (*Indicates developed after employment)

Education/Employment: Any combination of education and experience which indicates possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications for this position is completion of high school degree or the equivalent, possession of PA DEP Class B wastewater certification with Subclasses 1 and 4 and related experience in mechanical or maintenance field. Possession of, or the ability to obtain and maintain the following is required:

- A valid PA motor vehicle license and a PA Commercial Driver's License (CDL), minimum Class B with Air Brake & Tanker Endorsement.

- This requirement for a CDL may be waived by the Authority Manager as a reasonable accommodation by the Authority if a candidate is otherwise qualified for the position but suffers from a medical condition which prevents the candidate from securing a CDL. In such instances, the candidate's medical condition must be confirmed to the Authority via written correspondence from the candidate's doctor to be eligible for the waiver of the CDL requirement.

Knowledge:

- Thorough knowledge of wastewater treatment plant operating standards outlined in NPDES permit guidelines, local, state and federal regulations and in design manual for treatment plant. *
- Advanced knowledge of mechanical principles involved in the operation of motors, pumps, belts and blowers.
- Thorough knowledge of safety standards and procedures in treatment plant environment.
- Thorough knowledge of Authority policies and procedures. *
- Thorough knowledge of laboratory testing practices and procedures.
- Thorough knowledge of computer applications for treatment plant operations.

Skills:

- Basic Computer Skills
- Operation of all manual, electric, and pneumatic tools.
- Operation of light and medium duty equipment with no supervision

Abilities:

- Ability to prioritize tasks to maintain optimum operating conditions within the treatment plant and collection system.
- Ability to observe and monitor machinery, equipment, and operating data to determine compliance with operation, maintenance, and safety standards.
- Ability to inspect equipment, diagnose nature of problem, and take action or recommend course of action.
- Ability to understand local, state, and federal regulations pertaining to wastewater treatment and collection.
- Ability to interpret maps, land plots sketches and blueprints.
- Ability to prepare accurate reports and records.
- Ability to inspect equipment, troubleshoot faulty equipment and make recommendations or take action for repairs.
- Ability to perform basic arithmetic and utilize standard industry calculations as required.
- Ability to interact and communicate effectively with customers, contractors, vendors and Borough / Authority staff.
- Ability to demonstrate physical fitness, to include very frequent light to moderate weightlifting (equipment, toolbox, power tools, etc.), standing, walking for long periods of time, bending, squatting, and reaching.

Working Conditions:

Work is frequently performed alone, frequently with interruptions, inside around noisy equipment, inside a normal office environment or in the outdoors in a variety of weather conditions. Adherence to safety standards is required for work which is performed on and around a variety of potentially hazardous electrical or mechanical equipment, occasionally around hazardous substances. Work requires irregular schedules and twenty-four hour on-call status.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Chief WWTP Operator

FLSA STATUS: non-exempt

DATE: September 2024