

**HINESBURG
JOB DESCRIPTION
WATER/WASTEWATER OPERATOR
DEPARTMENT OF BUILDINGS AND FACILITIES**

FLSA Designation: Non Exempt

Nature and Scope of Position

This position is responsible for assisting in the operation and maintenance of the town water and wastewater systems. Hinesburg supplies water through approximately 400 hookups to 700 families and 50 businesses. Water is provided from two wells and two pump stations, which distribute an average of 130,000 gallons per day. The wastewater treatment plant consists of a pump station and a .250 MGD aerated lagoon, which services approximately 300 customers.

The operator is responsible for helping maintain efficient and reliable water and wastewater services to consumers through the proper installation, maintenance, and operation of the system.

This position performs hands on functions that occasionally require significant physical effort and often require moderate physical effort. Work may be performed under varying weather conditions, with exposure associated with equipment operation and maintenance activities.

This position reports directly to the Water/Wastewater Superintendent and indirectly to the Director of Buildings and Facilities.

Duties and Responsibilities:

- Assist in daily operation of water and wastewater systems.
- Assist in operation of pumps, control panels, and other pumping station equipment; and in conducting periodic water main flushing.
- Assist in preparation of water and wastewater samples for outside laboratory testing.
- Assist in performing preventive maintenance on water and wastewater systems as required.
- Assist in performing daily inspections of all equipment, machinery, and control panels in order to ensure optimal operating efficiency and uninterrupted service.
- Assist in monitoring the accumulation of biosolids, and in the removal of biosolids.
- Assist in ensuring compliance with all conditions of water and wastewater permits.
- Follows OSHA regulations in operation, maintenance and repair of water and wastewater systems, including requirements for confined space entry, respirator, hearing and eye protection, etc.
- Respond to emergency calls as needed on a 24 hr basis; carry a pager.
- Assist in repairing water main breaks.
- Assist in meter reading and providing readings to billing department.
- Assist in maintaining buildings and grounds.
- Interact with the public in a positive manner that inspires confidence in the town.
- Perform other duties as assigned by the Water/Wastewater Superintendent or Director of Buildings and Facilities.

Requirements of Work

- Technical knowledge of the operation, adjustment, and maintenance of equipment and machinery utilized in public water supply and wastewater treatment.
- Must have working knowledge of chemical, biological, and physical sciences as they relate to the provision of potable water and the collection and treatment of wastewater.
- Ability to comprehend and carry out written, oral, and diagram instructions.
- Ability to accurately perform minor mechanical and electrical repairs.
- Ability to recognize maintenance and repair problems which could require significant maintenance if deferred.
- Ability to work independently and as part of a team.
- Ability to perform moderately strenuous duties under varying weather conditions for long hours.
- Ability to accept constructive criticism.
- Ability to work weekends and respond to emergency calls in a timely fashion as needed.

Education, Training and Experience

- High School Diploma or GED
- State of Vermont Class III Public Water System Operator and State of Vermont Grade 2 DM Wastewater Operator Certification Wastewater Treatment Operator Certificate, or ability to obtain.

Physical Demands / Work Environment

This is a physically demanding, outdoor job requiring the use of hands to operate equipment, and the ability to stand, talk, and hear. The employee is often required to walk; sit for long periods of time; climb or balance; stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee occasionally works in inclement weather conditions. The employee frequently works near moving mechanical parts and is often exposed to wet and / or humid conditions and vibration.