

**HIGHSPIRE BOROUGH
JOB DESCRIPTION**

(5-5-16)

JOB TITLE: Operator Trainee

DEPARTMENT: Public Works Department

PURPOSE: This position is responsible for the operation and maintenance of all treatment plant processes and collection system, and observes all safety procedures under the direction of the Public Works Superintendent and/or his designee. Reports to Public Works Superintendent. Maintains effective communications and working relationships with superiors and other Borough employees.

ESSENTIAL FUNCTIONS:

Examples of Work Performed (Illustrative Only)

1. Operates and maintains treatment plant equipment and vehicles.
2. Collects samples and performs laboratory analyses as required.
3. Inspects plant equipment and processes and reports any unusual conditions.
4. Monitors meters, gauges, and control panels.
5. Maintains operating records and shift logs.
6. Follows written standard operating procedures (SOPS) for all areas of treatment plant operation, including seasonal changes and emergency procedures.
7. Perform routine maintenance functions, including preventive and corrective maintenance on all treatment plant equipment.
8. Performs various housekeeping functions such as miscellaneous cleaning, painting, cutting grass and snow removal.
9. Measures, prepares and handles various chemicals.
10. Performs collection system maintenance.
11. Performs other related work as required and/or directed.

Required Knowledge, Skills, and Abilities

1. Ability to learn wastewater treatment and collection system operation, maintenance and laboratory procedures.
2. Ability to learn occupational hazards and necessary safety requirements in wastewater treatment plant laboratories, operations and maintenance.
3. Ability to maintain accurate records.
4. Ability to understand and follow oral and written instructions and record information.
5. Ability to perform basic mathematics and solve practical problems.
6. Ability to operate and maintain a variety of tools, equipment and vehicles.
7. Ability to perform manual labor, i.e., climbing, balancing, reaching, handling and lifting functions.
8. Ability to react promptly and efficiently in emergencies and call-outs.
9. Ability to establish and maintain effective communications and working relationships.
10. Ability to perform all work-related tasks as required.
11. Knowledge and Ability to operate a computer using Microsoft Office Software and the ability to use and navigate the internet to complete forms and submit documents as required.

Acceptable Experience and Training

1. High school graduate or equivalent.
2. Previous experience or education in wastewater treatment is highly desirable.
3. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements

1. Possession of a valid Pennsylvania Driver's License, preferably Class B, or the ability to obtain a Class B License, as soon as practical.
2. A Pennsylvania Wastewater Treatment Plant Operator Certificate is desirable with the ability to obtain a Class B, subclassification 1, Certificate as soon as possible.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 100 pounds or more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with Borough staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Due to the sensitive nature of the Borough and Police related information learned on this job, the employee must maintain in the strictest confidence all information acquired by the employee in the course of performing their duties.