



Valley Forge Sewer Authority

VALLEY FORGE SEWER AUTHORITY TREATMENT PLANT OPERATOR

The Valley Forge Sewer Authority is accepting applications for the position of treatment plant operator located at 333 Pawlings Road, Phoenixville PA. The operator will work primarily at the 11.75MGD treatment plant Monday-Friday 730am-330pm. A complete job description is below. Current pay is \$30.10 per hour.

Resumes can be sent to Matt Jackson, Operations Manager, at mjackson@vfa.com

08/04

POSITION: OPERATOR

DESCRIPTIVE SUMMARY:

The position encompasses the performance of a wide variety of tasks that are necessary to operate and maintain a wastewater treatment plant and collection system. This position is a semi-skilled position.

EXAMPLES OF SPECIFIED DUTES:

- Makes frequent inspections of all wastewater and bio-solids process units to observe operating conditions.
- Makes adjustments to machines, valves, pumps, etc. as outlined by standard operating procedures.
- Reorders chemicals and Monitors chemical inventory & reorders as needed, changes chlorine cylinders, mixes chemicals, add microbial additives, etc. Operates various chemical feed systems.
- Monitors supplies, reports restocking requirements and runs errands.
- Collects and delivers samples for processing at the main lab and treatment plant lab. Performs various lab tests, including instrumentation calibrations and solution preparation to ensure optimization of the dewatering and treatment plant process.
- Calculates various process and dewatering operating data utilizing approved formulas. Records data and reports results. Enters data into computer.
- Cleans treatment process units, machinery, buildings, grounds, etc.
- Operates various mobile equipment and/or trucks.
- May be required to play a support and/or feedback role on specifically assigned projects and/or programs. Assignments will be detailed as to specific project/program phase (i.e. planning, designing, building, implementing, refining).
- Performs preventative and other types of maintenance on equipment and throughout plant or collection system.
- Performs other related tasks as assigned.
- May be required to carry a pager and/or work scheduled overtime.

SUPERVISION RECEIVED:

Works under the supervision of the Operations and Maintenance Supervisor.

SUPERVISION GIVEN:

None.

GUIDELINES AND DISCRETION:

Performs all work within the established guidelines and standard operating procedures or as directed by the Operations and Maintenance Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to read, write and understand the English language.
- Ability to perform high school level mathematics.
- Ability to understand and carry out verbal and written instructions.
- Knowledge of the function and operation of wastewater treatment plant process units and equipment.
- Knowledge of laboratory procedures and wastewater biology.
- Ability to operate various pumps and other wastewater treatment plant process equipment.
- Be computer literate.
- Valid motor vehicle operator's license.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required. Additional course work in wastewater treatment. Must have a minimum of three (3) years experience as a wastewater treatment plant operator. Must be capable of performing general work in one or more trades (i.e. mechanic, industrial electrician, plc programming and logic controls, plumber, welder, millwright, preventive maintenance, wastewater, etc.). The Authority has the sole discretion to determine the quantity of skills and/or trades needed at any given time.

WORKING CONDITIONS:

Must work in a variety of climatic conditions. Large portion of the work day is spent outdoors. Light to heavy levels of physical labor will be experienced. Individual is exposed to personal contact with wastewater and its by-products.

I have received a copy of and read this job description. This job description has been reviewed with me by my supervisor.

Employee Signature

Date