

Wastewater Treatment Plant Operator

Job Description

PRINCIPAL DUTIES AND RESPONSIBILITIES

Asset and Inventory Management

- Notify the Director of parts or supplies removed from the Parts Inventory so that asset management records are updated.

Operation of Treatment and Collection Facilities

- Operate and maintain wastewater facilities in compliance with the NSECC Permit to Operate, applicable regulations, industry practices, and town policies and procedures.
- Maintain the Operations and Maintenance Manual for the facilities, as well as the Emergency Response Plan and Emergency Contacts List.
- Maintain daily logs; maintain records of pertinent data (e.g. lab measurements, pressures, flows, activities, etc).
- Conduct water and wastewater monitoring tests (e.g. DO, pH, UVT), sampling, and related tasks (i.e. data entry, calculations, troubleshooting, record meter, gauge readings, and recording operational data).
- Transport, receive, and handle treatment chemicals and additives.
- Perform wastewater flow meter readings, and repair/replace flow meters as required.

Preventative Maintenance and Repairs

- Perform daily / weekly / monthly / quarterly inspections, maintenance of WWTP facility equipment (i.e. tanks, filters, UV systems, blowers, motors, pumps, air lines, air handling units, exhaust fans, monitoring equipment).
- Perform weekly / monthly / quarterly inspection and maintenance of lift stations (i.e. pumps, floats, manifolds, valves, panels, computer-monitoring systems).
- Perform preventative maintenance on machinery, mechanical equipment, and wastewater collection systems at lift stations and treatment facilities (e.g. pumps, blowers, air lines, processing equipment, ultraviolet disinfection systems, air handling units, exhaust fans, and monitoring equipment, hydraulic and pneumatic equipment).
- Perform general housekeeping and building maintenance at all wastewater facilities (i.e. cleaning, organizing, painting, shoveling, cutting grass, clearing brush, disposing of debris, etc.).

Emergency and 'On-Call' Responsibilities

- Be available for 'on-call' after hours on a rotating basis.
- Conduct schedule weekend checks of treatment plant and pump stations.
- Respond to emergency calls, breakdowns, and after-hours service calls as applicable.

Sample Collection (Well Water, Wastewater)

- Collect and label samples for regulatory compliance or performance monitoring.
- Collect and label samples from groundwater wells, buildings, treatment facilities, lift stations, designated industrial users, and within the collection system for compliance or performance monitoring.

Other Position Responsibilities

- Maintain a written summary of work performed and work outstanding
- Prepare and submit all reporting required by the NSECC Permit to Operate.
- Operate and maintain Public Works vehicles / equipment.
- Attend safety tool box and other operational meetings.
- Monitor and control field devices at pumping stations and the WWTP via electronic monitoring.
- Provide input on capital projects.
- Work with contractors during capital projects.
- Inspect new service connections to sewer lines.
- Perform general labour services and other support to the Public Works team as required that may involve but is not limited to: shoveling, raking, clearing brush, mowing, light carpentry, snow and ice control, traffic line painting, street signage, spring/fall yard waste collection and vegetation management.
- Other duties as assigned by the Director of Public Works.

NOTE: The Wastewater Treatment Operator reports to the Director of Public Works.

REQUIRED QUALIFICATIONS AND TRAINING**Education and Experience**

- High school completion or equivalent;
- Nova Scotia Environment Class 2 Certification in Wastewater Treatment;
- Valid Class 5 NS Driver's License;
- Experience with hand and power tools, and diagnostic equipment;

Knowledge, Skills, Abilities

- Knowledge and experience in wastewater collection/treatment;
- Problem solving and decision-making skills;
- Written communication, verbal communication, computer skills;
- Ability to work with minimum supervision and in a team environment;