



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Operator I	Position Control No: XX-XX-XX-XX
Classification-Series: Operator I	FLSA Status: Non-Exempt
Occupational Grouping: Labor & Trade Services	Union – Grade: AFSCME – 18
Organizational Unit: Wastewater Treatment	Primary Job Location: WWTF, 484 Middle Road

JOB SUMMARY: Performs a variety of tasks required in the operation and maintenance of the wastewater treatment facility.

ACCOUNTABILITY: Works under the direct supervision of the Wastewater Treatment Facility Supervisor or other higher-graded employee who assigns work, reviews work and provides instructions as necessary. Duties are performed according to established and specified procedures.

SUPERVISION EXERCISED: Occasionally directs assigned employees in the completion of operational and maintenance tasks at the facility.

TYPICAL EQUIPMENT USED: Hand, and gas/diesel, electric, hydraulic and pneumatic power tools, personal protective equipment, light and heavy vehicles, dewatering machines, laboratory equipment, computers, mobile radio, telephone.

TYPICAL WORK ENVIRONMENT: Inside: 50% Outside: 50%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

Cleans vehicles, heavy equipment, dewatering equipment, composting equipment, buildings, WWTP process tanks and other.

Performs routine maintenance on vehicles and wastewater equipment.

Operates dewatering equipment.

Collects samples and performs routine laboratory analysis.

Monitors gauges, meters and control panels.

Maintains logs and operational records.

Maintains grounds and buildings: cuts grass weeds and brush; trims trees and bushes; rakes grass and leaves; seeds and cares for lawns and ornamental plantings; shovel snow, spread sand and salt.

Operates and maintains vehicles, equipment and tools required to load, unload, haul, and spread sludge and compost.

Serve as a snow plow operator, or snowplow operator's helper. Attach and remove snowplows, sanders and associated equipment from vehicles.

Operate trucks and composting vehicles as necessary.

Paints all areas and equipment associated with a Wastewater Treatment Facility.

Maintain effective working relationships with other employees and the public.

Available 24 hours per day to meet emergency situations as required.

Familiar with and executes safe work procedures associated with assigned work.

Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -Up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -Over 50 lbs.: Rarely required, Assistance might be available.</p> <p>CARRY: -Up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Rarely required, Assistance may be available.</p> <p>REACH: -Above shoulder height: Occasionally required. -At shoulder height: Frequently required. -Below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Occasionally required. HANDLING: Frequently required. TORQUING: Rarely required. FINGERING: Rarely required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 2 hours Stand: 4 hour Walk: 2 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively.</p>
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TASTING & SMELLING: Sense of smell needed for detecting fumes and gasses.

TYPICAL WORK SURFACE(S): Carpet, tile, concrete, wood floors,; ladders, stairs, and scaffolding; outside surfaces including flat, sloped , and uneven ground; within above and below ground confined spaces.

TYPICAL CONTROLS & EQUIPMENT: Telephone, radio, pager; mechanical and hydraulic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot, cold), wind, rain. Work is near moving of mechanical parts and on or around electrical equipment. May be exposed to fumes, fuels, paints, solvents, fertilizers, airborne particles, pathogens, sludge, compost, and caustic or toxic chemicals.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of the principles and practices of wastewater treatment plant operations; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical sewage analysis; effects and problems of industrial waste in wastewater treatment processes; safe work practices. Sufficient physical strength, conditioning and agility to perform strenuous manual labor for extended periods of time under adverse and varying weather and climatic conditions. Capable of promoting and maintaining effective working relationships with other employees.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent, State of New Hampshire Grade II Wastewater Certification. Must maintain valid CDL-B license with air brake and tanker endorsement, CDL-A with endorsements preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations.

Classification Established: 07/01/96
Job Description Developed: 07/01/96
Revised: 06.10.2016