



# North Conway Water Precinct

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## POSITION DESCRIPTION

Position Title: Wastewater Operator  
Reports To: Chief Operator  
Salary Range: Varies Based on Qualifications  
FSLA Status: Hourly  
Revision Date: January 2024

### POSITION DESCRIPTION

The Wastewater Operator is responsible for operation and maintenance of the wastewater treatment facility and sewer pump stations, including operation, maintenance, and limited administration.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties will include, but are not limited to:

#### Administrative

- Record keeping, including data collection, organization, and retention as directed by the Superintendent and Chief Operator

#### Operational

- Maintenance of all physical plant structures and grounds
- Manual labor
- Mobile equipment operation
- Process monitoring
- Laboratory testing, sampling reporting, and record keeping
- Assist in emergency response
- Other duties as assigned by the Superintendent or Chief Operator

#### Safety

- Ensure all Federal, State, and local safety regulations are followed
- Be an active participant in a culture of safety among employees

#### Public Relations

- Interaction with customers and contractors

## DESIRED MINIMUM QUALIFICATIONS

### Education & Experience

- Minimum of two (2) years of experience in the operation of water and/or wastewater facilities, plumbing/mechanical trades, and/or heavy construction.
- Education/training in wastewater treatment operations a plus.
- Experience operating heavy equipment a plus.
- Knowledge of pumps and fluid systems a plus.

### Knowledge, Skills, and Abilities

The Wastewater Operator will assume a role in the Precinct and will possess above-average skill in the following areas:

- Mechanically inclined, including an ability to learn, troubleshoot, and repair mechanical systems
- Knowledge of, and experience with, wastewater treatment facility operations
  - Wastewater treatment equipment maintenance
  - Electrical and/or controls systems familiarity
- Personal Traits
  - Clear and effective communication
  - Attention to detail
  - Ability to teach, and learn from, other employees
  - Dependability and punctuality
  - Problem solving ability
  - Integrity and fairness
  - An even temperament
  - Exhibit a "can-do" attitude
- Interaction with fellow employees
  - Ability to work as part of a team
  - Desire to help all team members be successful
- Math, language, and computer skills
  - Ability to use mobile technology such as mobile phones, tablets, and associated mobile applications
  - Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
  - The ability to read, write, understand, and communicate in the English language

## SUPERVISION EXERCISED

None

## LICENSING AND CERTIFICATION

- Currently has, or is able to obtain within 4years, NHDES Wastewater Treatment Operator Grade II certification
- Currently has, or is able to obtain within 2 years, Grade I Collections System certification
- Currently has, or is able to obtain within 9 months, Commercial Driver’s License (Class B acceptable)

## TOOLS AND EQUIPMENT USED

- Mobile Equipment (e.g., dump truck, loader, backhoe, etc.)
- Power and hand tools
- Computer and peripherals
- SCADA, HMI, and process instrumentation
- Engineered drawings
- Laboratory chemicals and equipment

## PHYSICAL 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.

When performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; bend, stoop, or crouch; occasionally lift objects up to 50 lbs.; occasionally move objects up to 100 lbs.; talk; see; and hear.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in an industrial environment at the wastewater treatment and sewer pumping facilities, and occasionally in an office environment. Employee is often outdoors and is regularly exposed to outside weather conditions; natural hazards; vehicular traffic; moving mechanical parts; risk of electrical shock; chemicals; and loud noises. Employee may be exposed to strong odors and blood borne pathogens / disease.