

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY (“AUTHORITY”)
Plant Operator Grade I

GENERAL REQUIREMENTS:

A Newly Hired Plant Operator will work under the direct Supervision of the Plant Operations Supervisor or his/her designee. Training received while performing as a Plant Operator New Hire will be a combination of on-the-job training, classroom instruction, an approved Basic Wastewater Operator's Course and the review of manuals, guidelines, verbal and written instructions.

The Plant Operator Grade I for the Authority shall:

- Learn to perform basic preventive maintenance and operation of Authority vehicles and equipment.
- Become proficient in the locations and identification of all Authority facilities.
- Receive training in the location and use of maps, plans, operation and maintenance manuals and guidelines, log sheets and files.
- Become capable of using of the plant database to enter data necessary for compliance with regulatory requirements and Authority policies.
- Learn how to use the Collection System alarm systems and related software to include login procedures, alarm identification and response procedures.
- Learn to perform inspections of Treatment Plant equipment and documentation of operational problems and communication of problems observed with immediate Supervisors in a timely manner.
- Learn to collect and run process control samples for both Authority Facilities.
- Learn to inspect the Wastewater Treatment Facilities chemical feed systems.
- Learn to identify Plant flow patterns; read meter and gauges; record data pertaining to the Authority's utilities and storage facilities.
- Learn to operate bar screens and grit collectors and associated headworks equipment.
- Learn the operations of an aerated grit removal facility.
- Be able to assist in the proper operation and maintenance of manually and electrically operated winches, pumps, grinders and other related Wastewater Equipment.
- Become familiar with the pumping, thickening, and sludge handling procedures.
- Maintain and repair Treatment Plant facilities as instructed by the Supervisor or his designee.
- Understand the requirements of working safely in close proximity to hazardous conditions and atmospheres and around dangerous equipment.
- Learn how to sign in offsite waste loads.
- Performs other duties as assigned by Supervisory personnel.

QUALIFICATIONS:

- Demonstrate dependability and accuracy with respect to attendance, promptness, and preparedness for work.
- Participate in approved safety training programs.
- Demonstrate the ability to interact with fellow employees, management and the public in a courteous and professional manner.
- Demonstrate good housekeeping practices at all times while performing assigned duties.
- Be required to work weekends, holidays, and overtime to provide shift coverage or manpower during emergencies.
- Be required to maintain and keep clear, concise records.
- Be required to read, write, and comprehend instructions, short correspondences, and memos.
- Be required to effectively present information to other employees.
- Be required to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Have the ability to safely operate a motor vehicle.
- Participate in and assist with, non-routine assignments as requested by the Authority supervisory personnel.
- Comply with the Authority's policies and procedures and safety protocols and will be capable of selecting, using and caring for the appropriate personal protective equipment.
- Work in a professional manner and properly use and maintain Authority equipment.

- Follow verbal and written instructions and accept and perform routine assignments in a timely and efficient manner.

EDUCATION/EXPERIENCE:

- Possession of a High School Diploma or Equivalent.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, and talk or hear.
- The employee will occasionally be required to stand, walk, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Shall possess hearing in the normal range with or without correction.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Potential for exposure to noise, dust, grease, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or on various types of surfaces including slippery or uneven surfaces.
- Plant Operators must be capable of working in approved and properly prepared confined spaces and on elevated surfaces and be capable of safely working in all types of weather and lighting conditions.
- Plant Operators will be expected to climb vertical ladders and inclined stairs of varying heights and use basic tools and perform duties commonly associated with the operation and maintenance of wastewater treatment facilities

Assistant Superintendent

Date

Superintendent

Date

Executive Director

Date

Employee acknowledgment: I have read this Job Description for Plant Operator Grade I and have been made aware of the terms and conditions as they relate to this position.

Employee Signature

Date

Date Adopted: _____

Revised July 2, 2019