

**Rivanna Authorities  
Wastewater Operator  
Job Description**

<b>Department:</b>	<b>Wastewater</b>	<b>Job Status:</b>	<b>Regular Full-Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Reports to:</b>	<b>WW Manager/WW Assistant</b>
<b>Grade(s):</b>	<b>7 - 13</b>	<b>Positions Supervised:</b>	<b>None</b>

**SUMMARY**

Performs routine tasks and necessary tests related to the processing of wastewater at treatment facilities and/or pump stations; does related work as required.

Work is performed under the general supervision of the Manager or Assistant Manager of the Wastewater Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Awareness of treatment processes involving regular walking inspections of facility, observing SCADA and process control screens, and anticipates and plans for treatment and flow changes;
- Properly responds to all alarms and failures occurring at any wastewater facility;
- Reads meters and gauges, enters data in operational logs and in computer spreadsheets, and other permanent and temporary records and reports;
- Observes operations of chemical feed systems, and replenishes as needed, monitors and measures feed rates on a regular and timely basis, adjusts feed rates to meet treatment needs and operating permit goals and requirements;
- Collects samples and runs analysis on wastewater and sludge samples as scheduled, collects and submits to central laboratory all required sampling, interprets tests results to make process changes where necessary, and run special tests as required by supervisor;
- Understands plant valving and piping schemes and makes changes to flow patterns as needed;
- Cleans assigned vehicle, performs general housekeeping and other building and grounds tasks as assigned;
- Performs preventive and minor maintenance on equipment and assists maintenance personnel as needed;
- Responds to maintenance problems with appropriate action and is aware of process alternatives;
- Performs duties and tasks in an environmental friendly manner following EMS guidelines;
- Senior operators may train and oversee less experienced operators;
- Performs duties in accordance with all local, state and federal laws, rules and guidelines;
- May be assigned and may operate any wastewater facility and or process;
- Work conduct is professional;
- Maintains effective working relationship with Authority staff and the public; follows procedures and properly responds to any complaint;
- Aware of and abides by RWSA personnel policies and practices;
- Performs job tasks safely and abides by Authority safety regulations;
- Performs other related duties as necessary and assigned.

**EDUCATION and/or EXPERIENCE**

Any combination of education and experience equivalent to graduation from high school or vocational school and some experience in activities that require following both written and oral instructions and in using mathematics.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to the public or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and to draw and interpret line graphs.

Ability to calculate percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Virginia Driver's License. Operators filling the Relief Operator positions must possess a valid Virginia's Driver's License with a Class B CDL endorsement. Must possess the appropriate current Virginia Wastewater Operator's License or possess the ability to obtain the appropriate licensing level within a specified time schedule.

**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.

While performing the duties of this job, the employee is frequently required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crawl or crouch; talk or hear; and smell. The employee must occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.

**SPECIAL REQUIREMENTS**

Must be willing to work on rotating shift. Must possess a personal or home phone.