

**Operations Department**

**JOB DESCRIPTION: MAINTENANCE OPERATOR (CETP ONLY)**

**HAMPTON ROADS SANITATION DISTRICT**

**I. FILE GUIDE REFERENCE**

A.	DIVISION	:	TREATMENT
B.	GRADE	:	5D-5
C.	IMMEDIATE SUPERVISOR	:	CHIEF OPERATOR
D.	LOCATION	:	CHESAPEAKE-ELIZABETH

**II. DEFINITION**

Primary job duty is to perform maintenance and repair activities for the solids handling facility under general supervision. The operator will also be required to perform maintenance and repair activities for sewage treatment. The operator will also be trained to assume plant shift operator duties as required in both work centers.

**III. EXAMPLE OF DUTIES**

Responsible for performing maintenance on all plant equipment. Periodically responsible for assigned solids handling shift plant operation and sewage treatment plant shift operation.

**IV. QUALIFICATION STANDARDS**

**Education** - Entry level: High school diploma or equivalent GED certification; Fully qualified: Completion of classroom portion of HRSD's Apprenticeship program for this trade.

**Experience** - Entry level: none. Fully qualified: Completion of on the job training portion of HRSD's Apprenticeship program for this trade.

**Licenses** - Must obtain a Virginia Class I Wastewater Works Operator License within 8 years of appointment to position.

**Knowledge, Skills & Abilities** - Must be able to read and write plainly. Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages and ratios. Must be able to follow technical instructions, procedures and schedules.

**V. WORKING CONDITIONS**

Must work in varying climatic conditions outdoors. Indoor work environment may be regularly hot, cold, misty and or unventilated. Must be available to work overtime and/or unusual hours as necessary. Must work rotating weeks involving weekly rotations and weekend duty as needed. Must wear a beeper or be immediately accessible by telephone in order to respond to emergencies according to a Stand By schedule or as announced. Nature of work requires employee to be accessible by telephone. Work environment exposes and requires incumbent to handle, with protection, hazardous materials. Work involves exposure to and handling of wastewater and wastewater products.

**VI. PHYSICAL REQUIREMENTS**

Must be able to identify colors used in work. Work requires ability to lift moderate loads (50 to 75 pounds). Over 50% of work involves walking, climbing, standing or bending. Works, at times, in an OSHA designated noise environment (over 85 decibels). Must be medically certified to wear a respirator up to half and hour.

Incumbents must have the physical dexterity to accomplish the duties, in the manner noted, as referenced in this and the above sections (Definition, Examples of Duties, Qualification Standards & Working Conditions).

**VII. OTHER**

Medical certification of physical requirements required.

**VII. TRAINING LEVELS**

Employees in the classification of Maintenance Operator are considered fully qualified at a Grade 5 with a Class I license or completion of HRSD's 4-year apprenticeship program and a Class II license. Starting salaries for all levels are as follows:

- Grade 5a - A Virginia Class II WW license OR completion of 3 years of HRSD Appr Program.
- Grade 5b - A Virginia Class III WW license OR completion of 2 years of HRSD Appr Program.
- Grade 5c - A Virginia Class IV WW license OR completion of 1 year of HRSD Appr Program.
- Grade 5d - Entry level salary and experience requirements.

**IF ASSIGNED TO A TRAINING LEVEL, FULLY QUALIFIED LEVEL MUST BE CONSISTENTLY PURSUED, AS A CONDITION OF APPOINTMENT. FAILURE TO DO SO, WILL RESULT IN REMOVAL FROM THE POSITION AND POTENTIALLY EMPLOYMENT WITH HRSD.**

4/9/02

**APPROVED**

**DIR INTLS \_\_\_\_\_ DATE \_\_\_\_\_**

**HR MGR INTLS \_\_\_\_\_ DATE \_\_\_\_\_**