

OPERATIONS DEPARTMENT

JOB DESCRIPTION: FACILITY ASSISTANT

HAMPTON ROADS SANITATION DISTRICT

I. FILE GUIDE REFERENCE

A. Division	:	Treatment
B. Grade	:	1
C. Immediate Supervisor	:	Plant Operator/Lead Operator
D. Location	:	

II. POSITION SUMMARY

Supports plant operations by performing grounds keeping, housekeeping and activities of a labor-intensive nature during an assigned shift, under general supervision. Over 25% of time spent performing housekeeping duties. May assist operator with shift duties. Performs other assignments as required.

III. EXAMPLES OF DUTIES

Assist Plant Operator with operation and control activities for facility unit process. Informs Plant Operator and other HRSD personnel of special situations and problem areas. Removes rags, grit, ash, sludge and any other residual materials from unit processes. Skims, removes and disposes of scum. Loads chemicals into feed hoppers and mixes chemical solution batches. Hauls stockpiles and disposes of solids residuals. Performs routine operational activities for solids handling unit processes as necessary. Performs routine maintenance procedures on equipment as required. Assists other treatment plant personnel with maintenance and repair of building, structures and equipment. Performs housekeeping and grounds keeping duties for workcenter. Unloads delivery trucks and stores materials and supplies. Transports equipment and materials from storage areas to work site. Lifts and carries equipment and materials. Uses hand tools, power equipment and operates motor vehicles and heavy equipment as necessary and in an appropriate manner. Initiates, performs and completes scheduled or assigned work activities without continuous or excessive supervision. Follows instructions and exhibits dependability.

IV. QUALIFICATION STANDARDS

1. Education
Must have high school degree or GED. Must be able to read and write plainly.
2. Experience
Some experience in an industrial setting preferred.
3. Knowledge, Skills & Abilities
Must be able to follow instructions, procedures and schedules.
4. Special Licenses
Must possess and maintain a Valid Operator's License from state of residence.

V. WORKING CONDITIONS

Must be available to work overtime and or unusual hours as necessary. Must be available to work a rotating shift involving weekly rotations and weekend duty. Must work in varying climatic conditions outdoors. Indoor work environment may be routinely hot, cold, misty and/or unventilated. Work environment requires incumbent to be exposed to and handle hazardous materials (with appropriate protection). Work environment requires employee to be exposed to and handle wastewater and wastewater byproducts on a routine basis (with appropriate protection).

VI. PHYSICAL REQUIREMENTS

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

1/2002 APPROVED

DIRECTOR _____ DATE _____
HR MANG DATE