

OPERATIONS DEPARTMENT

JOB DESCRIPTION: PLANT OPERATOR

HAMPTON ROADS SANITATION DISTRICT

I. FILE GUIDE REFERENCE

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

II. DEFINITION

Primary job duty is to operate and control the assigned Sewage Treatment or Solids Handling facilities during work shift under general supervision. The operator will be required to perform various maintenance assignments as needed.

III. EXAMPLE OF DUTIES

Responsible for assigned sewage treatment and solids handling operation during work shift; adjusts wastewater flows, pumping rates, chemical feed rates and other process variables as required; collects samples, performs field test and measurements, and performs laboratory tests and analyses as required; performs algebraic computations and records data on the daily operations sheets as required; supervises and responsible for operator assistant as assigned; inspects machinery and pumps and performs maintenance assignments as required; becomes familiar with SOP materials and all aspects of wastewater treatment operations; becomes familiar with HRSD safety procedures and policies and responsible for their implementation; works toward highest grade of wastewater certification.

IV. QUALIFICATION STANDARDS

1. Education

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

2. Experience

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

3. Special Licenses

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

4. 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

This position requires working on regularly rotating shifts (8-12 hours) and overtime as necessary. May not leave work site when on shift until relieved. Must work in varying climatic conditions outdoors. Indoor work environment may be regularly hot, cold, misty and/or unventilated. Work involves exposure to and handling of, with protection, hazardous materials and/or wastewater products. Nature of work requires employees to be accessible at home by telephone.

VI. PHYSICAL REQUIREMENTS

Work requires ability to lift moderate loads (50 to 75 pounds). Must be able to identify colors used in work. 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 an hour.

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

VII. TRAINING LEVELS

Employees in the classification of Plant Operator are considered fully qualified at a Grade 5 with a Class I license or completion of the HRSD's 4-year apprenticeship program and 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.

APPROVED

DIRECTOR _____ DATE _____

HR MANG _____ DATE _____