

## HRSD

### Position Description: Maintenance Operator

#### Section I. Position Reference Information

a.	Department	Operations
b.	Division	Treatment
c.	Position Title	Maintenance Operator
d.	Immediate Supervisor	Lead Operator
e.	Work Center	Treatment Plant
f.	Grade	5c-5

#### Section II. Position Summary

Under broad guidance, the Maintenance Operator is responsible for:  
Maintaining and repairing the treatment facility, completing HRSD's Apprenticeship Program and performing other assignments as required.

#### Section III. Examples of Position Duties

- a. Maintains the requirements of a registered apprentice
- b. Attends class, completes coursework (usually at least two nights per week from September to April) and required on-the-job-training
- c. Performs maintenance and repair activities for treatment facility in a satisfactory manner
- d. Exhibits alertness and attentiveness to equipment requirements
- e. Prevents misuse and abuse of treatment plant property, equipment and resources
- f. Cooperates and works well with other treatment plant personnel
- g. Follows instructions and exhibits dependability

#### Section IV. Position Accountabilities and Expectations

- a. Adhere to the guidelines of HRSD's Apprenticeship Program Manual
- b. Ability to work effectively with a variety of personalities and to interact and communicate with individuals at all levels of the organization
- c. Ability to understand and carry out written and oral instructions
- d. Ability to recognize problems quickly and use good judgment in locating the most appropriate guideline or practice to follow with little or no supervision to solve problems
- e. Ability to follow technical instructions, procedures and schedules
- f. Ability to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages and ratios
- g. Must have working knowledge of standard office equipment to include a personal computer

#### Section V. Working Conditions

- a. Must be able to work in varying climatic conditions outdoors; indoor work environment may be routinely hot, cold, misty, and/or unventilated; work involves exposure to hazardous materials and handling of wastewater
- b. Must be available to work overtime and/or unusual hours as necessary
- c. Must be available to work shift operations as needed
- d. Must be immediately accessible by telephone in order to respond to emergencies according to a Standby schedule or as announced

## **Section VI. Physical Requirements**

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Must be able to identify colors used in work
- c. Must have the ability to walk, climb, stand, or bend for over 50% of time
- d. Must have the ability to lift 50 pounds
- e. Must be medically certified to wear a respirator
- f. Must be able to work in OSHA designated noise environments (> 85 decibels)

## **Section VII. Other**

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

## **Section VIII. Qualification Standards**

- a. Education  
Required  
High school diploma or GED and Completion of HRSD's Maintenance Operator Apprenticeship Trade or equivalent as determined by HRSD's Apprenticeship Committee
- b. Experience  
Required  
Completion of the On-The-Job-Training skills portion of HRSD's Apprenticeship program for this trade, or approved equivalent as determined by HRSD's Apprenticeship Committee

- c. Training Levels  
This position is fully qualified at Grade 5, with experience and education as noted above. For those persons less qualified, the following training levels have been established:

Grade 5a – Successful completion of 22 academic course and 66% of on-the-job training skills

Grade 5b – Successful completion of 12 academic course and 33% of on-the-job training skills

Grade 5c – No experience

**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.**

- d. Special Licenses  
Desired
  - a.) Valid driver license from state of residence
  - b.) Virginia Class I Wastewater Works Operator License