

HRSD

Position Description: Plant Operator

Section I. Position Reference Information

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

Section II. Position Summary

Under broad guidance, the Plant Operator is responsible for:

Operating and controlling all Sewage Treatment, Solids Handling, Sustainable Water Initiative for Tomorrow (SWIFT) and other ancillary facilities during work shift, completing HRSD's Plant Operator Apprenticeship Program and performing various maintenance assignments as needed.

Section III. Examples of Position Duties

- a. Maintains the requirements of a registered apprentice; attends class, completes course work, and required on-the-job-training
- b. Responsible for all sewage treatment, solids handling, SWIFT, and ancillary facilities during scheduled work hours
- c. Adjusts wastewater flows, pumping rates, chemical feed rates and other process variables based on sample analysis and real time trends from the Distributed Control System (DCS) and the Enterprise Data System (EDS)
- d. Makes real time process decisions to maintain required Final Effluent (FNE) quality necessary for permit requirements, and for SWIFT influent requirements (where applicable)
- e. Maintains adequate furnace operations in accordance with EPA 503 and MACT 129 standards
- f. Collects samples, performs field test and measurements, and performs laboratory tests and analyses in adherence to Standard Operating Procedures (SOPs) for permit compliance, process control, critical process sensor validations, pilot studies and research
- g. Process control sensor calibrations, validations, and maintenance
- h. Performs computations and records data in the plant's Daily Plant Operations Report (DPOR), reviews data daily for accuracy at the end of each shift
- i. Directs Maintenance Operations Assistants as needed
- j. Inspects machinery and performs maintenance assignments
- k. Performs permit compliance related tasks to include, sensor and instrument calibrations, generator run hour logging and emissions reporting, preventative maintenance on Underground Storage Tanks (UST), etc.
- l. Knowledge of SOP's relevant to assigned work centers
- m. Knowledge of all aspects of wastewater treatment, solids handling and advanced treatment operations
- n. Knowledge of HRSD safety procedures and policies and responsible for their implementation
- o. Pursues and obtains highest class of wastewater certification
- p. Must support a diverse and inclusive work environment where differences are respected and embraced
- q. Performs other duties as assigned

Section IV. Position Accountabilities and Expectations

- a. Adheres to the guidelines of HRSD's Apprenticeship Program Manual
- b. Works effectively with a variety of personalities and to interact and communicate with individuals at all levels of the organization
- c. Understands and carries out written and oral instructions
- d. Recognizes problems quickly and uses good judgment in locating the most appropriate guideline or practice to follow with little or no supervision to solve problems
- e. Follows technical instructions, procedures and schedules
- f. Performs mathematical calculations involving addition, subtraction, multiplication, division, percentages and ratios
- g. Must have working knowledge of standard office equipment to include a personal computer
- h. Proficient or able to become proficient in operating analytical equipment to include but not limited to: pH meter, Chlorine Analyzer, Turbidimeter, Laboratory Centrifuge, Spectrophotometer, Moisture Balance
- i. May be required to work with contractors, vendors, and deliveries

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 at work as scheduled despite adverse weather conditions
- c. Must be available to work holidays, overtime and/or unusual hours as necessary
- d. Must be available to work regular rotating shifts (8-12 hours); May not leave work site when on shift until the shift is completed at the designated end time and is relieved
- d. Must be accessible to respond to emergencies according to the Stand-by policy

Section VI. Physical Requirements

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Must have the ability to walk, climb, stand, or bend for over 50% of time
- c. Must have the ability to lift 50 pounds
- d. 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 Plant 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 completion of all relevant apprenticeship trade coursework, on-the-job training skills, and a Class 1 Wastewater Operator License. Plant Operators must regularly test for their Virginia Wastewater Works Operator License until they achieve the fully qualified level. Failure to progress through the training levels by obtaining appropriate licenses may result in progressive disciplinary action, up to and including removal from position. If a Class 1 license is not obtained within six years of appointment into the position, you may be administratively separated from employment.

For those persons not fully qualified, please refer to the established training and licensure requirements below:

Grade 5	Virginia Class 1 Wastewater Operator License, all relevant trade related apprenticeship courses, and 100% of on-the-job training skills		
Grade 5a	Virginia Class 1 Wastewater Operator License	OR	Completion of 22 trade related apprenticeship courses, 66% of on-the-job training skills, AND a Virginia Class 2 Wastewater Operator License
Grade 5b	Virginia Class 2 Wastewater Operator License	OR	Completion of 12 trade related apprenticeship courses, 33% of on-the-job training skills AND a Virginia Class 3 Wastewater Operator License
Grade 5c	No experience required		

d. Special Licenses

1. Required

Virginia Class I Wastewater Works Operator License (Must be obtained within six years of appointment to position)

2. Desired

Valid Driver's License from state of residence