

**TITLE: Licensed Shift Operator**

**FLSA Status: Non-Exempt**

**Employment Status: Regular Full Time**

### **SUMMARY**

The Licensed Shift Operator reports to the Lead Shift Operator and or Operations Supervisor. This position is expected to be responsible for the operation and maintenance of Preliminary, Primary and Secondary wastewater treatment systems and the mechanical, electrical and instrumentation equipment associated with these systems. This is a rotating 8-hour shift position.

### **RESPONSIBILITIES**

- Operate and perform minor routine maintenance on valves, gates, pumps, odor control systems, disinfection systems, constant and variable speed pumps and other associated equipment as required or as directed.
- Monitor and record various information and data from strip charts, circular charts, totalizers, gauges, programmable logic controllers, computers, and other monitoring and control systems to ensure proper operation. Reports abnormal conditions to supervisors.
- Take samples of wastewater or sludge for laboratory analysis and record sludge levels in various tanks.
- Prepares chemical solutions for process additions, records, monitors and controls sludge and chemical feed levels in various tanks.
- Assist all other Operations, Systems, or Maintenance personnel as directed.
- Adjust, operate and perform routine maintenance on various valves, pumps, and other mechanical/electrical equipment required to operate the preliminary, primary, secondary, scum and anaerobic digester treatment process.
- Operate and monitor large pumps and chemical addition equipment. Adjust pumping and feed rates as required.
- Perform scheduled pump, weir and bar screen cleaning for rag and debris removal.
- Monitor the operation and respond to alarm conditions of the wastewater collection systems, (gravity sewer conditions, submersible pumps, level controls, bar screens/baskets, odor control systems and standby generators).
- Licensed Shift Operator will be instructed and must learn to operate a roll-off container truck and forklift.
- Make scheduled rounds of all facility buildings and help provide plant security.
- Clean all floors, stairways, handrails, pumping and conveying equipment, and other equipment and process areas, areas of egress, and areas as required or as directed by the Lead Shift Operator or Operations Supervisor.
- Perform and maintain inspection records in accordance with the Authority's Stormwater plans.
- The Licensed Shift Operator is afforded the opportunity and is encouraged to learn other job responsibilities. This is accomplished by supervised "on the job training" as time permits. Licensed Shift operators are required to attend wastewater, maintenance, laboratory, and other professional development classes in order to prepare for advancement and keep all required wastewater licenses current.
- Perform work safely at all times by observing all safety rules and regulations and by utilizing all available safety equipment.
- Comply with all provisions and requirements of the lockout/tag-out safety program prior to working on any potential energized device.
- Maintain commercial driver's license (CDL) in good standing at all times and submit to random and accident-related drug and alcohol testing under Federal Regulations and CCUA Policy.
- Performs all other duties as assigned or directed.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- HS diploma or GED.
- Must have a minimum of 1 year of operations and/or maintenance work experience in the wastewater treatment or wastewater collections systems field.
- New Jersey Wastewater Treatment System Operator's License S-1

**ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid driver's license in good standing
- Valid commercial driver's license (CDL), Class B, with an airbrake endorsement. *Candidates that do not meet this requirement may be eligible for consideration but a CDL, Class B, must be obtained within 6 months of position appointment.*
- Must have mechanical, electrical and instrumentation aptitude.
- Must have troubleshooting and analytical skills.
- Computer skills are required; specifically a working knowledge of SCADA/HMI, Microsoft Office Suite (Excel, Word, Outlook, & PowerPoint), and other work related applications.
- Must be willing and able to report to work during all weather related conditions and emergencies as well as be available for overtime work with short notice.
- Ability to work independently without supervision
- Exceptional communication skills.

**PREFERRED QUALIFICATIONS**

- NJDEP Wastewater Collection License highly desirable

**PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:*

Must be able to qualify for respirator use. Constantly operates all equipment and/or machinery associated with this job. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Frequently traverses in and out of truck. Frequently remains in a stationary position while in the truck. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Frequently operates computer devices and/or business productivity machinery. Frequently communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

**Job Description Acknowledgement**

Employee (Print Name):	Employee's Signature:	Date:
Supervisor (Print Name):	Supervisor's Signature:	Date: