



City of Newburyport
Department of Public Services
Sewer Division
AFSCME Union
Plum Island Vacuum Sewer System Operator/Plant Operator
Grade 14
Job Description

Position Purpose:

The purpose of this position is to maintain the Plum Island Station as well as all the valve pits on Plum Island. The person will respond to all emergency sewer calls during working hours and perform the necessary work to eliminate the emergency as per existing Sewer Department practice. A Plum Island Vacuum Sewer System Operator/Plant Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied technical, administrative, enforcement and responsible duties requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

Supervision Received: Works under the general direction the Sewer Collections Superintendent, the Assistant Waste Water Treatment Facility Chief Operator, or the Waste Water Treatment Facility Chief; follows established department general and special orders, rules, regulations, policies and procedures.

Supervision Given: None

Job Environment:

Work is performed in a Wastewater Treatment Plant, pump stations, yard, and field locations including traffic; usually noise levels are loud. Position entails driving and is subject to exposure to hazardous substances or materials and raw sewage; occasionally working near mechanical moving parts; rarely works in high precarious places. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: laboratory equipment, sampler equipment, and CDL vehicles. Also requires the

operation of hand tools and power tools, telephones, and all other standard office equipment. Occasionally uses a ladder for obtaining samples in tanks or pits.

Makes frequent contacts with business and industry representatives, state and federal agencies and rare contacts with the general public to handle resident's questions. Most contacts are with fellow employees in the department or other city departments.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Filing of records and reports for Plum Island calls and maintenance
- Planning daily and weekly activities and getting these activities approved by supervisor
- Performing Sewer Line maintenance as well as plant operations while not working on Plum Island
- Responsible for maintenance and upkeep of all equipment used when working on the Plum Island Vacuum Sewer System
- Performs maintenance of wastewater collections system to clean or clear blockages using specialize trucks and equipment for pipelines, lift station wet wells, pits and tanks at the wastewater facilities and drainage/storm water structures. Maintains records of activities performed.
- Assists in scheduling preventative maintenance services for wastewater collection systems.
- Operate vactor truck for cleaning wet wells, pipes, pits tanks, drainage/storm water structures etc.
- May assist highway division with repair and rebuild of gravity and force mains, services, manholes, catch basins and other sewer and drainage infrastructure. Uses heavy equipment in these operations.
- Take and record pump station readings, tank readings, meter readings, gauge readings, read gauges for levels and settings; record gallons per minute; etc.
- Transports and deliveries sludge to compost facility.
- Assist with plant operation as needed such as operating belt fitter press; monitor gauges, meters and control panels; start and stop pumps, engines and generators to control and adjust flow and treatment process, etc.
- Loads and unloads heavy materials from vehicles; performs stocking operations.
- Performs other heavy laboring and various skilled and semi-skilled tasks essential to wastewater operations using a wide variety of power, pneumatic and hand tools.
- Assists with preparing, maintaining and performing job site and work safety practices.

- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating conditions. Services, maintains, cleans and washes vehicles and equipment.

Other Functions:

- May operate Trailer if have class A license
- Performs labor-intensive jobs as needed.
- Performs related work as required

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED or equivalent training and experience. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check

Special Requirements:

Commercial Driver's License (CDL) B with AirBrake and Tanker endorsement. Must obtain within six months a hydraulics license (2B). Must obtain within a year a Collections Certificate Grade II. Must obtain Wastewater Operators License Grade IV or better within two years of assuming the position. Must pass a pre-employment physical. Must be willing to work overtime or be on-call as required and determined by the Sewer Collection Superintendent, DPS Director or the WWTF Chief Operator. Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

Knowledge: Knowledge of equipment involved in vacuum sewer maintenance; ability to maintain and evaluate records and other operations and maintenance related data. Knowledge of equipment involved in the treatment process; knowledge of standard laboratory principles, procedures, technology and equipment; strong knowledge of proper use of hand and power tools; knowledge of confined space entry and lock-out/tag-out safety procedures; thorough knowledge of the safe practices of driving heavy vehicles.

Ability: Ability to follow written and oral instructions; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to enforce regulations fairly and impartially; ability to communicate effectively and efficiently, verbally and in writing at all times; ability to maintain detailed records and to prepare reports from same; ability to deal tactfully and appropriately with business owners; ability to work efficiently and effectively with minimal supervision; ability to supervise others assigned as helpers; ability to apply knowledge of wastewater collection systems to solve practical problems; ability to analyze and interpret data; ability to perform routine treatment facility,

pump station and collections system maintenance; ability to perform physical labor is necessary; ability to enter confined spaces; ability to perform treatment plant maintenance duties.

Skill: Skill in using CDL vehicles, and various power tools and hand tools; laboratory skills.

Errors and Omissions:

Errors could result in injury to other employees, damage to buildings or equipment, liability from personal property damage and delay in service or the cost to get treatment plant into compliance.

Physical and Mental Requirements:

While performing the functions of this job, the employee is required to stand, walk and listen for extended periods; comes in contact with toxic or caustic chemicals and some risk of electrical shock; is frequently required to talk and smell; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to collect samples; often sits to drive; employee must be able to access all levels of a wastewater facilities and enter confined spaces; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and equipment accurately and efficiently; ability to frequently lift up to 50 lbs and occasionally lift up to 75 lbs; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by mutual agreement between the Union and the employer as the needs of the employer and requirements of the job change.)