Commonwealth of Pennsylvania

***D***epartment of ***E***nvironmental ***P***rotection

Bureau of Point and Non-Point Source Management

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Sample Job Description for a Certified Wastewater Operator

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| THIS DOCUMENT IS INTENDED TO BE MODIFYED BY THE SPECIFIC EMPLOYER TO FIT THE POSITION AS NEEDED. IT WILL BE NECESSARY TO ADD TO OR SUBTRACT FROM THIS DOCUMENT DEPENDING ON THE LEVEL OF RESPONSIBILITY OF THE INDIVIDUAL OPERATOR POSITION. THE JOB DESCRIPTION AS IT IS CURRENTLY WRITTEN IS MORE FOR A SINGLE OPERATOR OR CHIEF OPERATOR TYPE OF POSITION. HOWEVER IT CAN BE EASILY MODIFIED TO COVER SUBORDINATE OR HIGHER LEVEL SUPERVISORY POSITIONS. SECTIONS 1 AND 2 OF THIS JOB DESCRIPTION WOULD BE UNIVERSAL REQUIREMENTS FOR ANY LEVEL OF CERTIFIED OPERATOR (MANAGEMENT OR SUBORDINATE). |

 As stated above, this document contains a sample job description for a certified operator. You must read review, adjust and complete various sections of this job description in order to fit within your organization and for specific job titles. You may edit and use this document as seen fit. Sections 1 and 2 of this job description contain a good basis for all properly certified operators. In Section 3, you will find it covers most of the duties required by operators. You may want to adjust some of the content in section 3 to cover your specific needs depending on the level of the position (management, subordinate, etc..). Sections 4 , 5, 6 and 8 would be specific to a given system and require your input to complete. Example info is included in these sections. Section 7 is most likely standard for ALL treatment systems.

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| **Certified Wastewater Operator Job Description** |
| **Section 1 - Job Summary** |
| Section 1. - As a water/wastewater operator, you are a clean water professional in an occupation that requires education, training, experience, and attainment of State Certification to practice. In this profession, operators must be responsible for and dedicated to the protection of public as well as environmental health. Operators must act skillfully and conscientiously in a timely fashion. Operators have a direct impact on our environmental and public health, the preservation and protection of which affects the quality of life and safety of all residents and visitors.At a minimum, the person in this position shall have and maintain a valid Pennsylvania Class \_\_\_\_\_ Subclass (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wastewater Operator Certification as issued by the Commonwealth of Pennsylvania |
| **Section – 2 General Rules of Practice /Ethics** |
| Section 2. - The certified operator shall;1. Accept and carry out the responsibilities of being a clean water professional. Hold paramount the protection of public health, environmental health and your system infrastructur*e.*
2. Protect, maintain and use wisely the resources and funds allocated to you in the operation of your system by board members and your customers. Managing your system assets in a fashion that promotes sustainable infrastructure. Meeting all regulatory requirements in the most cost effective manner possible. Keep the system owners and customers apprised of the condition of your system at all times. Communicate needs or problems to the system owners regularly.
3. Become familiar with all applicable laws, rules, regulations and permits as issued and enforced by state and federal regulatory authorities. Be sure to understand the consequences of violations caused by inaction, negligence or wilful misconduct.
4. Abide by all applicable state and federal laws, rules, regulations and permits. Notify regulatory authorities and system owners in a timely fashion of any real or potential problems that may or are causing non-compliance. Maintain all required records and report accurately. Be objective and truthful in data collection and reporting. Acknowledge errors and not distort or alter the facts.
5. Carry out duties in a safe, secure and responsible fashion. Understand the dangers and risks of working in a wastewater system. Maintain a safe and secure environment for all system workers, visitors and the public. Preservation and protection of your human assets and infrastructure is paramount.
6. Associate with other clean water professionals to enhance your education and knowledge of water/wastewater system operations. Share your knowledge and experiences with others to promote the expansion of knowledge in this profession. Participation in professional associations and organizations can assist in the exchange of knowledge and valuable information. These associations frequently offer workshops, meetings and conferences. Work with subordinates and others in your organization to pass on institutional knowledge that may otherwise be lost.
7. Work with your customers and the general public to increase their knowledge of the importance of maintaining clean water. Let them know what they can do to promote clean water in their daily activities.
8. Avoid unprofessional practices and act honorably, responsibly, ethically, respectfully and lawfully so as to enhance the reputation of the profession.
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| **Section – 3 Specific Job Duties and Responsibilities** |
| Section 3. As a properly certified wastewater treatment system operator, you are responsible for all actions necessary to achieve and maintain compliance with all applicable laws and regulations. Overall you are responsible for the proper operation, maintenance and monitoring of the wastewater treatment system. Some of the specific job duties and responsibilities include;1. Comply with all applicable laws, rules and regulations as issued and enforced by state, federal or local governments in regards to operation of the wastewater treatment system. Examples of laws include (but are not limited to); Pennsylvania Clean Streams law, The Federal Clean Water Act, Section 112 r of the Federal Clean Air act, The Pennsylvania Operator Certification Act and chapter 302 regulations associated with the Certification Act, Pa Solid Waste Management Act, SARA Title III and State Right to Know Laws (chemical safety), plus any other laws or regulations that directly or indirectly impact the operation of the wastewater treatment system. You must read and understand the facility NPDES Permit and comply with all applicable rules and regulations.
2. If you are unclear on any terms and conditions of the NPDES permit or any other applicable law or regulation, you shall contact the regulatory agency and receive clarification. You shall also keep the system owner apprised of any such update.
3. Establish effective communication between system owners and regulatory agencies in regards to issues or problems that may cause or are causing non-compliance with NPDES Permit conditions. You shall immediately report any issues or problems that are causing or may cause violations to the system owner or owner designated representative and to the regulatory agencies as required by the facility NPDES permit. When instances of non-compliance occur, you shall investigate in conjunction with the owner the cause of said non-compliance and recommend actions to the owner to prevent further non-compliance
4. Establish communication with system customers and assist them with being aware of items that may be harmful if disposed of in wastewater systems. Assist in the development of educational material to aid in this practice.
5. Accompany regulatory officials on inspections and provide copies of any relevant information that may be requested during the inspection. You shall notify the owner of the results of the inspection and provide copies of any inspection reports to the system owner. You shall make your best effort to correct any violations uncovered during the inspection.
6. You shall make regular reports to the system owners on the conditions of the system and the status of projects and/or upgrades. When required, you shall also keep the system consulting engineer apprised of the same.
7. Make daily checks of all equipment and process within the wastewater treatment system to assure proper operation. Perform any daily tasks as needed to keep all processes in operating condition. Document any unusual or unexpected conditions. A daily log of all associated tasks shall be maintained on site.
8. Perform all analysis and/or sample collection as necessary to comply with the facility NPDES Permit. Both grab and composite sample shall be collected and analyzed in accordance with permit conditions. You shall maintain records as required at the facility in regards to sampling and monitoring (including but not limited to, bench sheets, calibration logs, sample logs, details of analysis, laboratory results). Prepare and submit all required reports to regulatory agencies as required on a timely basis. Copies of all reports sent to regulatory agencies shall be provided to the system owners and consulting engineers.
9. You may be required to develop and submit and or an annual operating budget to the owner for approval. The budget should include current operating expenses and well as long term projects. You shall use funds and resources wisely and efficiently.
10. You shall comply with work place rules as established by your employer.
11. You shall develop and/or implement a detailed documented preventative maintenance plan that provides for preventative maintenance, emergency maintenance, spare parts inventory, and maintains a list of approved vendors, manufacturers and contractors for all equipment and facility processes. Examples of equipment include (but are not limited to) electrical motors, control systems, blowers, pumps, piping and valves, clarifier drive units, air diffusers, and solids handling equipment. The plan shall have detailed procedures along with a list of parts and supplies needed to carry out the task. Safety procedures for completing the task shall also be included. Along with the preventative maintenance program you shall develop and/or implement an asset management plan (as may be needed to obtain state/federal funding or loans) that promotes sustainable infrastructure. Copies of preventative maintenance plans and data shall be provided to the system owner as well.
12. You shall develop and/or implement a documented process control plan that details sampling, analysis, monitoring and controlling the efficiency of all treatment processes. Sample locations for process control shall be identified and marked to assure accuracy. The plan should include procedures to maintain an appropriate mass balance within the system and to waste excess solids as needed to maintain proper operation and compliance. This plan should include trigger points for action as the situation warrants. Wet Weather operational strategies should also be a part of this plan. Wet Weather operational strategies shall maximize the flow through the treatment system while minimizing the wash out of solids. Your process control plan and activities must also maintain an environment for biological processes that maintains all treatment processes in a fashion that achieves the treatment objective (such as nitrification, denitrification, cBOD removal, phosphorus removal, disinfection and solids handling) You shall provide the owner with a copy of this process control plan and associated data as well. This plan shall be updated as needed and at a minimum during permit renewal cycles or if violations are occurring that need to be addressed.
13. You shall be responsible to assure data and critical plans and records shall be backed up and kept in a secure location. You shall keep and maintain all records as required by the facility NPDES permit.
14. You shall develop and/or implement a security and emergency response plan for the facility. Said plan to be updated on a regular basis. And in conjunction with emergency response organizations within your service area.
15. Develop and implement and/or abide by a safety program that deals with the hazards encountered within a wastewater treatment system. Topics shall include (but not be limited to), confined space entry and safety, chemical safety, slips and falls, lifting, workzone management, lock out/tag out or any other hazards associated with the facility. In the event of an accident, you may be called upon to help investigate and to take action to prevent repeated accidents.
16. Preform maintenance of treatment processes and equipment, general housekeeping on facility and grounds.
17. If directed to do so by system owner, develop Standard Operating Procedures (SOP’s) for use by any non-certified personnel in carrying out duties. Direct the actions of non-certified subordinates in carrying out duties at the wastewater treatment facility
18. You shall start, stop or adjust equipment and flows throughout the system as necessary to maintain compliance in accordance with your process control plan and shall direct non-certified personnel in carrying out any said duties
19. Provide for the proper treatment, storage and disposal of sludges, biosolids and other residues or residual wastes produced be the treatment facility. Keep accurate records thereof.
20. Be familiar with the operation of computer and input data for daily operations, compliance reporting and related documentation. Should be familiar with MS office or similar programs and may have to become familiar with programs for maintenance and/or process monitoring as well as DMR reporting (eDMR).
21. You shall work with outside organizations and agencies to promote pollution prevention activities as needed to protect your infrastructure and system integrity. Example of activities would include (but not be limited to); household hazardous waste collection and disposal, collection and proper disposal of unwanted prescription drugs, provide educational tours to school groups or interested organizations, develop information for customers on what products cause harm to the system.
22. Attend meetings and represent the owner as directed, make presentations as required.
23. Develop and/or adhere to a procedure for emergency calls and response to system failure or emergencies.
24. Any other duties that may be assigned in order to maintain compliance and system integrity.
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| **Section – 4 Work Hours** |
| Section 4. Since the operation of a wastewater treatment system is a 24/7 operation, specific work schedules are to be inserted here based on facility needs. Wastewater operator are subject to call out after hours, weekends and holidays as needed to maintain compliance and system integrity |

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| **Section – 5 Organizational Structure** |
| An organizational structure of your facility should be provided so the operator understands who they report to and/or supervise. **(EXAMPLE BELOW)** |
| **Section 6 – Essential Functions** |
| Section 6. In order to carry out the duties and responsibilities of the organization, there are certain functions that a person must be able to perform. The following is a list of some essential functions.* Must be able to read, write and speak (communicate) effectively in English.
* Must be able to navigate uneven terrain and navigate steps and/or ladders.
* Must be able to read and interpret detailed regulations and rules.
* Must be able to operate a motor vehicle within Pennsylvania.
* Must be able to lift objects more than 50 lbs.
* Must be able to use tools as needed for maintenance of treatment system equipment
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| **Section 7 – Work Environment** |
| Section 7. - The work environment could be considered disagreeable with frequent exposure to such annoyances as heat, cold, noises, damp areas, dark areas, unpleasant odors and inclement weather. Work includes both indoor and outdoor activities. You may also have regular contact with other employees and customers. |
| **Section 8 – Special Conditions** |
| Section 8 – In this section you would detail any special conditions that may apply to this position such as any certifications, licenses, residency requirements, call out requirements, etc.. |