**Job Description  
Wells Sanitary District**

**Position: Operator**

**Reports to: Superintendent**

**Supervises: N/A**

**FLSA Status: Non-Exempt**

**Schedule: M/F – 7:00 a.m. to 3:30 p.m. (flexible) Schedule may vary depending on business needs and may include weekends. Overtime is frequent and can be at short notice. Must be on twenty-four (24) hour/day standby for emergencies on rotating basis week (seven consecutive days) at a time**

**Purpose:** The purpose of this position is to perform a variety of services necessary in the maintenance of pump stations, collection system and the treatment facility. This position reports to the Superintendent. Duties include, but are not limited to: maintaining pumps; maintaining sewer lines; dewatering sludge; performing inspections; preparing samples; and performing additional tasks as assigned by the Superintendent.

**Essential Functions:**

* Tends pumps, conveyors, blowers, chlorinators, centrifuges, and/or other equipment used to decontaminate wastewater by settling, aeration, and sludge digestion; observes temperature gauges to determine lubrication of equipment; reads charts, flow meters, and gauges to detect equipment malfunctions
* Removes obstructions, such as coarse materials from bar-screens, to accelerate influent through initial screening process; adjusts valves and gates to regulate flow velocity through settling tanks to separate sludge by sedimentation; turns air valves to aerate mixed liquor, and to control sludge digestion
* Collects samples; transports samples to the laboratory; performs laboratory analysis on occasion; makes process reports; operates generators during power failures; operates jet-rodder for sewer cleaning; assists in general maintenance, as needed
* Utilizes various machines and equipment in the delivery of service, such as jet-rodder, generators, dewatering unit, lawn mower, pumps, tractor, forklift, hand tools, drills, saws, plumbing tools, and electrical tools
* Reviews and receives various reports, documents, and forms, including pump station flow charts, work records, daily lab data, maintenance records, inspection reports, vehicle records, and assorted logs
* Answers emergency alarm calls and performs other related duties as required
* Maintains a clean and safe work environment
* Other duties as assigned

**Minimum knowledge, education and skills required:**

* High school diploma or GED required, with a minimum of three years experience in maintenance, wastewater treatment, plumbing, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position
* Some computer skills
* Must possess a state of Maine wastewater operator’s license Grade I or higher, or have the ability to secure the license within12 months of employment, and must attend continual education and training to maintain wastewater license certification
* Must possess appropriate driver’s license
* Must meet physical demands
* Solid interpersonal skills required. Must be adaptable and resilient to different personalities and backgrounds
* Dependable, follows instruction, responds to management direction and solicits feedback to improve performance

**Working Conditions/Physical Demands:**

* Must be physically able to operate a variety of machines and equipment, including, but not limited to: jet-rodder, generators, dewatering unit, lawn mower, pumps, tractor, fork lift, hand tools, drills, saws, plumbing tools, and electrical tools;
* Must be physically capable of walking, crawling, crouching, stooping, kneeling, pushing, pulling, lifting, and carrying relatively heavy objects (up to 50 lbs.);
* Physical demand requirements are at levels of those for active physical work.
* Work is performed in an environment with regular exposure to a number of undesirable conditions: noise, dust, fumes, moving parts, electrical shock, burns, and toxic agents.

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Wells Sanitary District reserves the right to modify, add or remove duties and assign other duties as necessary.*

*External and internal applicants as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

Job Description Acknowledgement

I have received, reviewed and fully understand this job description and understand that I am responsible for the satisfactory execution of the essential functions described herein.

Employee Name Date

Employee Signature Date