



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

June 29, 2018

JOB #2018-039

INTERNAL POSTING

PLEASE POST

ANTICIPATED IN-HOUSE JOB OPENING

POSITION: Wastewater Treatment Plant Operator/Lab Tech
Wastewater Treatment Plant (Civil Service Position)

HOURS OF WORK: 40 hours per week (Assigned shift)

SALARY: \$20.91-\$26.21 per hour
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

When working as an Operator the employee will operate wastewater treatment processes and equipment, sludge processing and disposal equipment to control flow and processing of wastewater, sludge, and effluent. Monitor processes, equipment, gauges, meters and control panels. Observe variations in operating conditions and interpret meter and gauge readings and test results to determine processing requirements. Fill out plant logs, answer sewer calls, computer data entry, and process data entry and produce written reports. When working as a Lab Tech the employee will collect samples of industrial wastes, plant influent, partially treated wastewater, sludge, effluent, river samples, and other treatment byproducts. Maintain a log of all QA/QC activities, review all lab procedures used annually, keep current a notebook with the approved EPA lab methods used to analyze our samples and maintain a logbook of all refrigerator and incubator temperatures. Assemble instruments and equipment for analytical laboratory work. This position will be included in the WWTP Operators holiday, weekend and beeper rotations. Also, this position will be included in the filling of schedule, unscheduled and emergency overtime.

SUPERVISION RECEIVED:

When working as an operator the employee works under the supervision of the shift Senior Operator, the Senior Relief Operator or the Operator working out of class. When working as a Lab Tech the employee works under the supervision of the Facility Manager, who gives detailed instructions and checks the work for effectiveness and accuracy.

EXAMPLES OF OPERATIONS DUTIES AND RESPONSIBILITIES:

Operate wastewater treatment units, which include but are not limited to: Step Screens and associated wash presses, Primary Settling Tanks, Primary and Secondary Scum Collection Systems, Gravity Thickeners, DAFT Units, Grit Classifiers, Aeration System, Secondary Settling Tanks, Sodium Hypochlorite Disinfection and Storage, Septage Receiving and Handling, Davis Odor Control Unit and Composite Samplers, Biofilter Odor Control System (operational 2006), Activated Carbon Odor Scrubber System (operational 2006), sludge processing consisting of Centrifuge Dewatering Process and sludge cake disposal facility, Aerated Grit Removal Facility with blowers, augers and pumps (operational 2006), CSO Bypass System and associated equipment, a facility wide SCADA System to control flow and processing of wastewater, sludge, and effluent. (Operational 2006).



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Operators are also responsible for the operation of South Mill Street Pump Station, which been upgraded to include a Modulating Gate in addition to the gates associated with the three river crossing siphons, bar screens with wash presses and grinders plus a SCADA system and the Marginal Pump Station. (Operational 2006).

Knowledge of computer operations, data entry into data management systems, operate plant and pump station PLCs and SCADA system. Monitor gauges, meters and control panels. Observe variations in operating conditions and interpret meter and gauge readings and test results to determine processing requirements.

Operates valves and gates either manually or by remote control; start and stop pumps to control and adjust flow and treatment processes. Maintain shift log and record meter and gauge readings. Assist Senior Plant Operators controlling the routine wastewater treatment process and coordinate wastewater pumping and disposal operations with this process.

Participate in the application of hypochlorite and the operation of hypo pumps and related equipment in accordance with chlorine demand. Supervise the connection and disconnection of tank trucks to chemical unloading systems. Take appropriate safety precautions to prevent or to control leaks when they occur.

Make regular inspections to observe and check the operation and condition of assigned equipment; detect and report faulty equipment operation, disorders and breakdowns to Senior Treatment Plant Operator.

In the event of emergencies take necessary steps to restore normalcy. Maintain equipment and facilities under his/her care in a clean and orderly manner.

May perform other duties related to preventative maintenance of equipment used at the treatment facility. Perform a variety of skilled and unskilled manual duties in the maintenance and care of the treatment plant grounds and buildings. Perform other related unskilled labor duties such as cleaning debris and shoveling snow. May also operate motor equipment in connection with such duties.

EXAMPLES OF LAB TECH DUTIES AND RESPONSIBILITIES:

Performs any combination of laboratory tasks as required by the facility's NPDES Permit and instructed by the Facility Manager including but not limited to BOD, C-BOD, soluble C-BOD, COD, TSS, Fecal Coliform, TRC, pH, sOUR, Otho-Phosphates, Nitrogens, alkalinity and microscope examination of activated sludge and discuss unusual test results or process problems with Facility Manager and plant operators.

Collect samples of plant influent partially treated wastewater, sludge, effluent, river samples, and other treatment by-products.

Prepare chemical and bacteriological media, stains, reagents, and test solutions used in laboratory. Operates lab equipment and conducts tests as required. Maintains test result records via charts and trends; daily temperature logs on equipment; make note of remedial action taken for malfunction of equipment and prepares data sheets.

Cleans, maintains and stores instruments and equipment. Maintains inventory and orders supplies. Septage – monitor and track septage received daily. Input information into spreadsheets and WIMS. Sample septage loads for pH, TSS, BOD₅ and FOGs.

Collect samples and coordinate Whole Effluent Toxicity Testing on a quarterly basis. Coordinate and represent the City at the Facility's semi-annual Household Hazardous Waste Collection Day. WIMS inputs and updates.



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Perform custodial duties in laboratory.

DMR QA/QC tests on an annual basis. Perform QA/QC on daily NPDES tests in the form of standards, replicates and charts. Calibrate TRC Analyzer daily, logs in results and actions taken. TRC: Once a month, or as needed, test calibration of HACH 890/colorimeter using chlorine standard

Review lab procedures once per year and revise if needed. Write new procedures; keep procedure book updated; keep MSD Sheets updated.

Perform additional duties that may be assigned by the Facility Manager or supervisor.

The duties listed above are intended only as illustrative 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.

QUALIFICATIONS:

Applicant should have at least four (4) years full-time paid experience in positions of increasing responsibility in the operation of wastewater, industrial waste, or water treatment plants or similar related operational experience.

Substitution: Successful completion of full-time or equivalent part-time training in a recognized technical institute or engineering college with a major in wastewater technology, mechanical, or electrical engineering or related subjects may be substituted for the required experience on the basis of one year for one year of the required experience; not more than two (2) years substitution will be allowed. Applicant must possess and maintain in good standing a Massachusetts Treatment Plant Operator License of grade 4 or higher, or acquire such license within one year.

Thorough knowledge of Water Pollution Control Federation Manual of Practice No. 1, "Safety in Wastewater Works" and any other accepted safety manual. Working knowledge of safety practices in the operation of electrical and mechanical equipment used in wastewater treatment plants. Working knowledge of the methods, practices and techniques used in the operation of the equipment utilized in the unit process of activated sludge wastewater treatment. Ability to operate various types of equipment used in the wastewater treatment process in accordance with established procedures.

Applicant must possess the ability to follow oral and written instructions. Applicant must possess the ability to detect faulty equipment operation. Applicant must possess the ability to establish and maintain effective working relationships with associates, subordinates, and the public.

A minimum of two (2) years full-time experience as a laboratory assistant or technician, not less than one (1) year of which shall be in the examination of water, wastewater, and sludge or bottom sediments in accordance with the Standard Methods or other approved USEPA methods.

Successfully completed two years of full-time or equivalent part-time education or technical training in a recognized technical institute, college, or training center in the field of sanitary chemistry, chemistry, microbiology, biology, laboratory techniques, or related subjects which demonstrate the applicant's training, ability, and aptitude for laboratory work may be substituted for the required experience on the basis of one (1) full school year for one (1) year of the required experience.

SUBSTITUTION: Full-time high school or equivalent education may be substituted for the required experience on the basis of one year education for three months of experience. Civil Service eligibility. Computer experience is beneficial.



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Special Qualifications, Knowledge and Abilities: Working knowledge of the simple laboratory practices, tests, techniques, equipment and terminology in the field involved. Some experience in laboratory work in the field involved. Ability to keep simple laboratory records and writes simple reports. Ability to carry out detailed oral and written instructions.

PHYSICAL REQUIREMENTS:

Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights of 50 to 75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequently moves in and out of equipment and vehicles.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

TUESDAY, JULY 10, 2018

**SUBMIT COVER LETTER,
RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB #2018-039 WHEN APPLYING ONLINE.