



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

January 25, 2019

Job # 2019-004

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Wastewater Treatment Plant Senior Operator (Civil Service position)
Wastewater Treatment Plant

HOURS OF WORK: 40 hours per week (Shift A)

SALARY: \$949.20 - \$1,385.59 per week
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

On an assigned or rotating shift has responsibility for and participates in the operation and control of a complex activated sludge wastewater treatment plant. Directs and assists a number of operational assistants in the operation of advanced wastewater treatment processes, South Mill Street Wastewater Pump Station and the Marginal Pump Station to obtain satisfactory operating results.

SUPERVISION RECEIVED:

Works under the general supervision of the Wastewater Treatment Plant Facility Manager or his/her authorized representative who gives general instructions and reviews work for effectiveness.

SUPERVISION EXERCISED:

Supervises, on a rotating shift, a staff of skilled wastewater treatment plant operating personnel including operators, skilled laborers and mobile equipment operators assigned to the shift.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Supervises and monitors the operations of the entire treatment plant, South Mill Street Wastewater Pump Station and the Marginal Pump Station on an assigned shift. Assigns duties to all subordinate-operating personnel.

Utilizes data collected by the plant personnel and other indicators for control and adjustment of plant processes.

Supervises and instructs assistants in their assigned duties. Review performance for compliance and effectiveness to insure safe continuous operation. Supervises, controls and participates in the operation of plant treatment processing units.

Make regular inspections to observe and check the operation of the plant equipment to detect hazardous conditions. Prepares and submits an operational log including reports of equipment malfunctions with observations and recommendations.

Wastewater Treatment Plant Senior Operator

Page 2 of 3

Reports need of major equipment repairs to avoid serious breakdowns. Places into effect, in event of any emergency, the appropriate corrective procedures to restore operating conditions.

Makes periodic inspection of all operations to check on personnel, fire, health and mechanical hazards; warns employee of existing hazards and insures that proper corrections are made. Diagnosis unsafe and unhealthy conditions; determines causes of accidents and corrects conditions and practices to prevent recurrence.

Keeps thoroughly informed on safety practices, equipment, causes and methods of reducing accidents. Is responsible for maintaining plant equipment and surroundings in a clean and orderly condition at all times. Performs any additional duties that may be assigned by supervisor.

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)

Operators are also responsible for the operation of South Mill Street Pump Station, which has 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.

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 Facility Manager.

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, and any additional duties that may be assigned by supervisor.

Wastewater Treatment Plant Senior Operator
Page 3 of 3

The duties listed above 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.

QUALIFICATIONS:

At least eight (8) years of full-time paid experience positions of increasing responsibility in the operation of wastewater, industrial waste, or water treatment plants, or comparable similar experience, at least two (2) years of which shall be in a responsible operational position in a treatment plant of similar complexity and size and having most of the same or similar unit processes.

Substitution: Successfully completed years of full-time or equivalent part-time training in a recognized technical engineering institute or engineering college with a major in mechanical, electrical, or environmental engineering may be substituted for the required experience on the basis of one (1) full school year for one (1) year of the required experience for up to a maximum of six (6) years' experience credit. Eligibility for certification of Massachusetts treatment plant operator license in Grade 7. Civil Service eligibility. Computer experience is beneficial.

SPECIAL QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

Considerable knowledge and experience in the operation of large wastewater treatment plants with highly sophisticated treatment and sludge handling processes. Applicant must possess a working knowledge of sanitary engineering principles and practices particularly as applied to large activated sludge wastewater treatment plants. Thorough knowledge of Water Pollution Control Federation Manuals of Practice No. 1 "Safety in Wastewater Works," and No. 11 "Operation of Wastewater Treatment Plants" is required. Working knowledge of instrumentation and control equipment. Ability to establish and maintain effective working relationships with associates subordinates, and the public.

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:

MONDAY, FEBRUARY 4, 2019

**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 # 2019-004 WHEN APPLYING ONLINE.