



# Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

June 1, 2018

Job # 2018-029

**PLEASE POST  
ANTICIPATED OPENING**

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

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

**SALARY:** \$19.70 - \$25.60 per hour  
(According to contractual salary schedule)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

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, process data entry and produce written reports.

**SUPERVISION RECEIVED:**

Works under the supervision of the shift Senior Operator, the Senior Relief Operator or the Operator working out of class.

**EXAMPLES OF 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)

Operators are also responsible for the operation of South Mill Street Pump Station, which has been upgraded to include a Modulating Gate as a substitute for 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)



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

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:**

Applicant must 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. Civil Service eligibility. Computer experience is beneficial.



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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.

**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.

**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:**

**FRIDAY, JUNE 15, 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](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](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2018-029 WHEN APPLYING ONLINE.