

**TOWN OF DURHAM, NH**  
**MAINTENANCE WORKER V – WASTEWATER CHIEF OPERATOR**

**JOB SUMMARY**

Performs skilled and trade level work in the maintenance, construction and operation of the Town's wastewater treatment and collection system conveyances and facilities. The Wastewater Chief Operator is responsible for providing supervision and assisting in determining process adjustments to ensure the continuous and proper operation of the wastewater treatment plant and collection systems.

**KNOWLEDGE, ABILITY AND SKILLS REQUIRED**

- Superior knowledge of technical standards and procedures required for the operation and maintenance of a wastewater treatment facility involving advanced treatment processes associated with secondary treatment such as activated sludge, sludge solids handling, and computer-based control systems, maintenance, and laboratory operations.
- Proficiency in computer applications related to process control, laboratory database systems, SCADA, scheduling, data recording, Microsoft Word and Excel.
- Skilled within the various trades; carpentry, electrical, plumbing, HVAC.
- Skill in the operation of vacuum jet rodder trucks and snow removal equipment for a variety of different purposes to accomplish different job functions.
- Familiar with Environmental Protection Agency and New Hampshire Department of Environmental Services Discharge Monitoring Reporting.
- Advanced knowledge of wastewater treatment processes.
- Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds.
- Ability to perform a physically demanding job, at times with no assistance.
- Requires exposure to outside weather, including frequent wet and/or humid conditions.
- Ability and willingness to accept on-call status and be available to respond to emergencies.

**IMPACT**

Requires responsibility for contributing to Public Works objectives by ensuring the accuracy of support activities within one or more Public Works organizational units. Errors at this level

affect the work of others or have measurable monetary consequences and require immediate verification and correction to complete succeeding work operations.

### **SUPERVISION RECEIVED**

Works under the supervision of the Wastewater Superintendent.

### **SUPERVISION EXERCISED**

Requires direct supervision of contractors and other employees doing related or similar work, including assigning job duties, providing training, giving instructions, and checking work.

### **COMPLEXITY**

Requires a combination of job functions to perform a variety of job tasks according to clearly prescribed standard practices and procedures. Requires explaining facts, interpreting situations, or advising individuals of alternatives or appropriate courses of action. May require interviewing or eliciting information from Town employees or members of the general public.

### **INDEPENDENT ACTION**

Requires making decisions in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Assigns and supervises routine maintenance work within the wastewater treatment plant and collection system under the general direction of the Wastewater Superintendent.
- Supervises and performs tasks related to secondary treatment process control.
- Completes routine and emergency work orders in a timely manner.
- Completes timecards, orders materials, and prepare purchase authorizations.
- Perform skilled maintenance on treatment and collection system appurtenances.
- Maintains records for project costs, materials, time keeping, and scheduling.
- Recommends new divisional operating policies and procedures to the Wastewater Superintendent and oversees and monitors their implementation and effectiveness.
- Complies, records, and submits monthly operational process data to the Environmental Protection Agency and New Hampshire Department of Environmental Services.
- Provides operational supervision in the absence of the Wastewater Superintendent, as appropriate.
- Performs other related duties as required, directed, or as the situation dictates.

- Regular attendance at the workplace is required.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D. equivalent.
- Five (5) years of experience in wastewater treatment plant and collection system operations.
- New Hampshire Department of Environmental Services Grade III Wastewater Operator's License.
- Valid Class B CDL with air brake and tanker endorsement or the ability to obtain within one (1) year of hire.

**OTHER CONSIDERATIONS**

Must be available 24/7 for emergency operations including treatment process upsets, collection system failures, and winter maintenance.

**DISCLAIMER STATEMENT**

This class specification is descriptive of general duties and is not intended to list every specific function of this class title.