

## **Operator II/Laboratory Tech**

### **Town of Hooksett Wastewater Job Description**

### **Hourly – Non-Exempt**

**Date:** 3/15/14   Revised 11/3/14 to include On-Call Requirement, 12/20/22, 02/21/23,10/6/25

**General Position Description:**

Performs support work involving the operation and maintenance of the Wastewater Treatment Plant, Pump Stations, and Sewer Mains. Must have a Grade II certification administered by NH DES Wastewater Division. CDL-B license must be obtained within one year of employment. This Job Description is meant to be illustrative and is no way all-inclusive. There may be other duties specified as needs arise. It shall be used as a tool or guide in the job performance to which it applies.

**Accountability:** Works under close supervision of the Superintendent, Assistant Superintendent, and Laboratory Manager

**Environment:** Inside: 50 %   Outside: 50 %

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive. There may be other duties specified as needs arise.

- Perform duties and responsibilities assigned by the Plant Superintendent, Assistant Superintendent, or Laboratory Manager.
- Operate and control mechanical equipment and chemical-feeding devices in the Wastewater Treatment Plant.
- Assist in the recording of meter readings concerning the amount of flow entering the plant, max and min. return sludge flows, nitrate flow, dissolved oxygen, oil level, pressure readings, etc.
- Assist in the collection of samples for lab analysis and running lab tests that are required by either plant operation or by our NPDES permit.
- Assist in lubrication of plant equipment, cleaning air filters, replacing motor belts etc.
- Assist in operation and maintenance of the mechanical equipment in the treatment process such as grit separators, mixers, chemical feed pumps, sludge dewatering, polymer mixing etc.
- Assist in general building maintenance including routine custodial duties such as sweeping and washing floors, cutting grass or trees, cleaning easements, cleaning tanks, painting, snow removal at plant and pump stations, clean wet wells, operate pumps and valves.
- Perform other related work as required and deemed necessary to run the wastewater system as assigned.
- Operate SCADA (Supervisory Control and Data Acquisition) computer equipment to control and monitor flow of wastewater treatment and processing chemicals through the treatment plant.
- Truck loads of dewatered sludge to other locations.
- Respond to inquiries, complaints, and emergency calls pertaining to sewers and pump stations.
- Must be able to maintain cooperative working relationships with other employees.
- May respond to emergency calls during other than normal duty hours.
- Will be in the on call rotation. There will be compensation for being on call.

**Support:** Support the Department with all operations. Willingness to take initiative and must be dependable.

**Computer Operation:** Able to utilize computer skills to read data, enter data, and perform laboratory tests.

**Other Functions:** Excellent communication skills to include verbal, written, and telephone.

**Knowledge, skills and abilities:**

- Operation and maintenance of wastewater treatment plant, pump stations and other related facilities.
- Wastewater treatment process control techniques.
- Use of laboratory equipment and able to perform basic laboratory tests and sampling.
- Willingness to take initiative
- Must be dependable
- Must have ability to work safely
- Must be able to detect and correct errors

**Cognitive and Sensory Requirements:**

Vision: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.

Hearing: Necessary for receiving instructions and for safety while working.

Speaking: Necessary for communicating with employees, residents, and the general public.

Taste and Smell: Necessary for detecting fumes and gases.

Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.

Mobility: Needed to walk around department locations, equipment/vehicle work sites, pump stations and sewer manholes. Also needed to perform all functions of the job in and around the vehicles and equipment.

**Physical Requirements:**

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: constantly required.

Lift 26 to 50 pounds: regularly required.

Lift over 50 pounds: frequently required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: occasionally. Assistance may be available.

Balancing: regularly required.

Push/pull: regularly required.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Sit: one total hour per day.

Stand: Walk seven plus hours per day.

Twisting: regularly required.

Bending: frequently required.

Crawling: occasionally required.

Squatting: regularly required.

Kneeling: regularly required.

Crouching: regularly required.

Climbing: frequently required.

**Hand Manipulation:**

Grasping: regularly required.  
Handling: regularly required.  
Torquing: frequently required.  
Fingering: frequently required.

**Work Surfaces:**

Rough, wet, slippery terrain; concrete floor; dirt surfaces, vehicle and equipment cabs. Inside and outside surfaces. Rough, harsh, dangerous flooded wet slippery terrain, concrete floors, grass, gravel, mud and asphalt surface and/or areas, equipment and vehicle interiors and exteriors. Rain, snow, sleet, hail, ice, flooded and uneven areas and surfaces. Vertical and horizontal step surfaces. All surfaces are at various heights. Must use extreme caution when working around outside tanks

**Summary of Occupational Exposures:**

Inside and outside treatment plant, pump stations, and sewer manholes may be exposed to solid and liquid waste, chemicals, herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, fertilizers, and equipment noises. May be exposed to long periods of sunlight and unfavorable climatic conditions. May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, and etc. Travel in a motor vehicle is required.. May be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infection diseases irritating chemicals and occasional cold and inclement weather.

**Material and Equipment Used:**

Sludge Dewatering Equipment, Pumps, Laboratory Equipment, Blowers, Motor Vehicles, Hand Tools, Meters, Computer, Light and Heavy Equipment, Snow removal equipment, Welding Equipment, Hand Tools, Compressor, Ventilation Blower, Generator, Power Tools, Photocopier Loader, Lawn equipment, Shovels, Rakes, and any other tools or equipment needed to do work at the wastewater facility. Description is meant to be illustrative and is no way all-inclusive. There may be other materials and equipment specified as needs arise.

**Other Training, Skills and Experience Requirements:**

- Effective oral and written communication skills
- Ability to read charts, write daily reports, other reports material lists, etc.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.
- Ability to speak and write English clearly

**License/Certification Requirements:**

- Valid NH drivers license. CDL-B
- High school diploma or G.E.D
- Grade II operator certification and Grade I collect system.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:**

Monday through Friday, 7am – 3:30pm. Possible overtime if and when needed or required.

.–This position is required to participate in On-Call. Being On-Call is a regular requirement of this position and is assigned on a rotating basis by the Superintendent. There will be compensation for being on-call. The schedule may be adjusted if necessary for plant operations.