**The City of Whiteville is seeking to fill the position of WWTP Operator I**

**WWTP Operator I**

**Wastewater Department**

**City of Whiteville**

* Salary Range: Discussed upon hire.
* Full-Time Position
* Non-Exempt

**General Statement of Duties**

Performs skilled operational and maintenance functions in the operations of a water and wastewater treatment and domestic water supply system.

**Distinguishing Features of the Class**

An employee in this class performs a variety of operational and maintenance duties designed to produce safe treatment and disposal of domestic and commercial waste materials and to produce a safe and adequate supply of properly treated water. Work is performed on an assigned shift. Work includes monitoring the plant’s operation through observation, mechanical readings, and the results of standard chemical and biological tests and to make necessary adjustments in the process as conditions or test results dictate. Work includes a variety of equipment, grounds and facility maintenance, and substantial record keeping of work activities. Employees are subject to hazards associated with wastewater and water plant operations including working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts mists, gases, poor ventilation, working in small spaces such as lift stations, and oils. Workers may be required to wear respirators when changing chlorine tanks. Work around wastewater is also subject to the final standards of OSHA on blood borne pathogens. Work is performed under regular supervision and reviewed by observation, conference, and reviewing records for adherence to operations standards, instructions, and safety practices.

**Duties and Responsibilities**

Essential Duties and Tasks

* Makes regular tours of plant wells; checks bar screens, engines, generators, pumps, settling tanks, filters, clarifiers, chlorinators, and other equipment for proper functioning.
* Records data from various meters, gauges, and dials, logs daily, weekly, and monthly activities.
* Performs general preventive and scheduled maintenance; cleans bar screens, changes cylinders and drums as needed; cleans clarifiers, washes down with pressure washers; takes pumps apart, cleans, checks, and reassembles and replaces bearings.
* Regulates and adjusts motors, pumps, blowers, valves, and other apparatus to meet changing operating conditions.
* Operates and regulates centrifuge for drying sludge for disposal; mixes polymers.
* Works in lab on rotating weeks performing basic test required by the State; performs standard laboratory chemical and biological tests; and collects influent samples daily for required data.
* Checks list stations and wells visually for proper operations, pulls cover up. In addition to switches on and off, records well reading of gallons pumping daily and chlorine.
* Performs routine grounds and building maintenance including mowing, cleaning, and painting.
* Orders parts and supplies using the requisition system.
* Follows all applicable safety rules and regulations.

Additional Job Duties

Performs related duties as required.

**Recruitment and Selection Guidelines**

Knowledge, Skills, and Abilities

* Working knowledge of the operating characteristics and maintenance requirement of Water and Wastewater treatment plant, and water collections and distribution.
* Working knowledge of hydraulic, chemical and mechanical principles pertinent to water and wastewater plant operations.
* Working knowledge of applicable federal, state, and local laws ordinances and permitting requirements.
* Working knowledge of the occupational hazards of the work and of necessary safety precautions.
* Ability to detect flaws sin the operation of mechanical equipment and to determine proper remedial measures.
* Ability to conduct routine laboratory test.
* Ability to understand and follow moderately complex verbal and written instructions.
* Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.
* Ability to operate light to medium equipment.
* Ability to establish and maintain effective working relationships with peers and superiors.

Physical Requirements

* Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
* Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.
* Must possess the visual acuity to read gauges, dials, and observe moving parts of machines, to operate a computer terminal and to record and review written records.

Desirable Education and Experience

* High School diploma or GED supplemented by course work in chemistry or biology.
* Considerable experience in the operation and maintenance of machinery and equipment, preferably in a wastewater treatment plant

Special Requirements

* Possession of a Wastewater Operator’s Grade I Level certificate from the State of North Carolina within 18 months of assignment to this class.
* Ability to obtain Grade C Well Certification from the State of North Carolina within 24 months of assignment to this class.
* Valid North Carolina or South Carolina drivers’ licenses

If you are a proactive person and want to be part of a professional team and growing organization, this could be the right place for you!

Please complete the City of Whiteville’s online application at <https://www.cognitoforms.com/CityOfWhiteville1/CITYOFWHITEVILLEEMPLOYMENTAPPLICATION>. If you need more information, please call (910) 642-8046, ext. 1009, send an email to Human Resources Director at [rrivenbark@ci.whiteville.nc.us](mailto:rrivenbark@ci.whiteville.nc.us), or visit our website at <https://whitevillenc.gov/jobs>.

The deadline for submitting applications for this position is **4:00 p.m. on Friday, September 8, 2023.**

The City is an Equal Employment Opportunity Employer.