

**Lead Process Operator**

GRADE 6 - 40 hours per week

**Water Resources Department**

Effective: 2023

**Purpose:**

The Lead Process Operator serves one department within the Town of Richmond. This position will provide primary operations of water and wastewater facility process equipment, including but not limited to pumping, dewatering, septage-receiving, chemical handling and dosing equipment, computer support, calculations, calibrations monitoring, sampling, customer relations and extensive maintenance projects with the Lead Mechanical Operator. Secondary duties, to be performed after the primary job functions, include repair and preventative mechanical and construction services on all water and wastewater facility equipment and all interior and exterior buildings, grounds and infrastructure. The Water Resources Superintendent supervises this position.

**Essential Functions:**

- Operation of all water and wastewater facility process equipment
- Operation of all facilities in the Superintendent's and Lead Mechanical Operator's absence
- Computer systems monitoring and technical maintenance control
- Data collection and entry on bench sheets, feed rate and process calculations
- Equipment calibrations, facility sampling, monitoring and testing as directed
- Meter readings, including customer service
- Process assistance for the Lead Mechanical Operator
- Supervision of department subcontractors as needed
- Emergency response and repair of system failures, with specific on-call duties
- Adheres to all Town policies and regulations in regard to safety and personnel matters

**Non-Essential Functions:**

- Emergency work with other Town departments
- Assist with grounds maintenance if needed
- Repair and replacement of meters
- Additional duties as directed by the Superintendent, including occasional supervision of designated Water Resources staff on special team projects.

**Job Standards/Accountability:**

The priority job function is to work with the Superintendent to ensure the efficient technical operation of the water and wastewater facilities. Other job functions are performed after the priority function. The Water Resources Superintendent will review the quality and quantity of work performed on a regular basis. Any deficiencies will be reported to the employee and, if not resolved within a reasonable time period, reported to the Town Manager.

**Working Conditions:**

Physical requirements include the unsupervised troubleshooting, operation, preventative maintenance and repair of water and wastewater processes and technical equipment such as filters, flow meters and distribution/collection system infrastructure. The employee is expected to be able to operate technical lab, field and diagnostic equipment on a regular basis, perform manual labor required for yearly seasonal tasks occasionally such as snow removal, and complete emergency and routine system repair work. Scheduled shift work on weekends, holidays and evenings is required. The ability to multi-task and finish work assignments independently during regular work hours, scheduled weekends, evenings and emergencies is expected.

**Qualifications:**

Ability to complete lab data sheets and calculate process equations. Ability to anticipate process variables and understand biological system requirements. Ability to operate water and wastewater process machinery. Knowledge of safety requirements when working in any area, ability to respond to emergency situations quickly and with good judgment, comfortable with roadside work and working in confined spaces after training. Ability to be trained in traffic control, confined space entry, lockout/tag out procedures and other similar safety protocol is required. A Vermont driver's license and High School Degree or GED is required. Ability to obtain a Class 111B Water System Operator's license and Grade I Pollution Abatement Facility Operator's Wastewater certificate within two years of hire date.

**Disclaimers:**

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time. This job description is not an employment contract nor is it a promise of work for any specific length of time.

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_