

# **CHESTER COUNTY SOLID WASTE AUTHORITY**

## **POSITION DESCRIPTION**

### **ASSISTANT WATER OPERATIONS**

#### **Supervisory Control:**

The Assistant Water Operations reports to and receives direction from the Water Operations Manager or his designee. In absence of Water Operations Manager, reports to and receives direction from Executive Director or his designee.

#### **Responsibilities:**

Under the supervision of the Water Operations Manager, the Assistant Water Operations performs both skilled and unskilled duties as necessary for the safe, reliable, and efficient operation and maintenance of CCSWA's Leachate Treatment Plant, Leachate Cell Pump Stations, Leachate Collection System, and related facilities.

#### **Principal Duties:**

1. Operates and/or assists in the operation of all treatment plant and associated equipment in accordance with established standard operating procedures (SOP) and directives as necessary to maintain the safe, reliable, and efficient operation of the leachate collection system and treatment plant process.
2. Carries out routine good housekeeping procedures at the treatment plant including tool storage, sweeping, wet mopping, painting, washing down and cleaning of treatment tanks and equipment, and other related duties.
3. Under the direction of Water Operations Manager, performs or assists in the calibration and adjustment of the various chemical, instrumentation, control, and sampling systems.
4. Performs routine UFRO plant and site wide leachate collection system inspections using hand held data logger to accurately record plant process and collection system status, equipment status, and data. Maintains necessary daily logs and charts including computer data entry. Reports unusual conditions to Water Operations Manager or his designee.
5. Performs and/or assists in the collection of samples for laboratory analyses in accordance with established procedures and regulations. This includes preparation, labeling, and storage of samples for analyses by outside contract laboratory and includes computer data entry for outside laboratory analyses.

**Position Description**  
**Assistant Water Operations**

6. Performs and/or assists in the accurate performance of daily laboratory process analyses, and such other simple analyses as directed and includes computer data entry for these analyses.
7. Maintains and safely operates chemical feed systems including adjustment and repair of chemical tanks, pumps, and feed lines; changing chemical drums.
8. Performs routine preventive and corrective maintenance on equipment, piping, tanks, leachate collection system, and buildings.
9. Performs and/or assists in performing major equipment and building maintenance, repair, or replacement within knowledge and capabilities.
10. Interacts with landfill Operations staff to maintain current knowledge of landfill operations that affect leachate collection and/or plant operation.
11. Adheres to all applicable safety rules and regulations.
12. Maintains a clean and safe work environment.
13. Assumes daily responsibilities of Water Operations Manager when assigned.
14. All other duties as assigned.

**Qualifications:**

1. Possession of a high school diploma or GED is required. Technical and/or college level training or experience in chemistry, biology, water and/or wastewater operations, or similar related fields is preferred.
2. Must have a minimum of two (2) years of responsible work experience in a mechanical, water, or wastewater environment.
3. Must have a minimum of a Pennsylvania Type 1, Class D Sewage Treatment Plant Operators Certificate, or can obtain certification within 24 months of employment.
4. Must be able to properly use and maintain basic hand and specialized maintenance tools.

## **Assistant Water Operations**

5. Must be computer literate or have the desire and ability to acquire a working and useable literacy with MS Windows and MS Office Professional programs for plant records and communications.
6. Possession of a valid Pennsylvania Driver's License is required.
7. Must have the ability to work independently and the initiative and interest to develop his/her own resources.
8. Must have the ability to read, write, speak, and understand English sufficiently to perform the duties of this position.
9. Must have the ability to read and understand equipment literature, diagrams, gauges, charts, and equipment displays normally encountered at an industrial wastewater facility and leachate collection system or the desire to learn these functions.
10. Must have the ability to sit and/or stand for a period of eight (8) hours. Must be able to lift a minimum of 50 pounds
11. Must have the ability to physically and mentally perform required duties with reasonable accommodations without endangering the health and safety of oneself or others.
12. Must have the ability to work both inside and outside daily in all weather conditions during all seasons of year. The position involves work at an operating municipal sanitary landfill and in a typical industrial wastewater environment. The position involves potential and possible contact with sewage, landfill leachate, industrial chemicals, and gases.

### **Salary Range:**

1. \$18.69 – \$29.60 and will be based on qualifications

**REVISED: 11/18**

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