

THE COUNTY OF NORTHAMPTON

Water/Wastewater Technician

Adopted: October 2003

Reviewed: June 2012

Revised: May 2014

GENERAL DESCRIPTION

Water/ Wastewater Technician performs a wide variety of task necessary for the efficient production of water and wastewater. Works under the supervision of the Public Works Director. Position requires 24- hour on call as well as regular work schedule.

PRIMARY DUTIES:

Ensures operational compliance with State and Federal water and wastewater quality standards.

Maintains routine water and wastewater test records, performs laboratory tests and prepares appropriate production and treatment reports.

Provides regular oral and written reports to the Public Works Director regarding system status and needs.

Batches chemicals in accordance with established operating procedures.

Records meter and gauge readings and notes significant fluctuations, collects data on specified plant rounds, reviewing data for accuracy and appropriateness. Responds to improper readings by making necessary changes to assure correct levels and pressures.

Performs routine maintenance inspections of equipment: performs repairs, adjustments, and maintenance of pumps, electric motors, valves, meters and chemical feeders and filters, lubricates and oils machinery, maintains gas engines and compressors, and maintains proper records of maintenance work.

Installs and removes pumps and motors, maintains wells, including testing, taking readings, keep all equipment clean and in proper working order.

Responds to emergency conditions according to standard procedures.

Responsible for the maintenance and cleaning of buildings, yards, fixtures, etc.

Reads customer water meters on a monthly basis.

Performs meter connections and disconnections as requires.

Assists Northampton County Facilities Management personnel in performing other County maintenance items, if necessary and available.

Performs additional tasks as directed by the Public Works Director.

DATA RESPONSIBILITY:

Advises and assists the Public Work Director regarding repair/replacement of needed equipment.

Develops estimates for recommended purchases of goods and services.

Advises and assists the Public Works Director in developing the Annual Budget.

Works closely with engineers, contractors, Fire Chief, Planning Office and State regulatory officials.

Participates with the Public Works Director and consulting engineers in planning system improvements or expansion.

PEOPLE RESPONSIBILITY:

Handles customer complaints related to water and wastewater service.

INVOLVEMENT WITH THINGS:

Monitors and regularly reports actual water loss of the system to the Public Works Director.

Recommends to the Public Works Director methods for reducing operating expenses.

Implements meter testing and replacement program.

Provides the Public Works Director with other recommendations for achieving operating cost reduction or improving efficiency.

ASSETS RESPONSIBILITY:

Extensive knowledge of the methods, practices, tools and materials used in the operation, maintenance, repair of water and wastewater treatment equipment and machines including, but not limited to:

Extensive knowledge of chemical and physical processes for the treatment of water and wastewater.

Working knowledge of the mechanics of pumps, other electrical equipment and machinery.

Ability to learn plant electrical systems, power circuit changes and circuit breaker resets.

Ability to understand plant hydraulics and operation of valves and bypasses.

Ability to perform basic chemical tests and quality control analysis.

Ability to detect and diagnose faulty operation of equipment and make corrections.

Thorough knowledge of the equipment and procedures used in the installing and repairing of water mains, services, fire hydrants and sewer lines. Knowledge of safety regulations for crew and public safety and the proper use of chlorine and other hazardous chemicals.

Ability to plan and organize the operation maintenance, and repair of the utility's storage, treatment and distribution systems, and the organizational skills necessary for the scheduling of daily activities.

Ability to prepare concise and accurate records and reports.

Ability to help develop and implement the utility's policies and procedures.

Skills in public relations and the ability to respond to customer questions and complaints about water and sewer quality.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with the Public Works Director, Facilities Management staff, contractors, County officials, consulting engineers and the general public.

MATHEMATICAL REQUIREMENTS:

Uses addition, subtraction, multiplication and division.

COMMUNICATIONS REQUIREMENTS:

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

COMPLEXITY OF WORK:

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

IMPACT OF DECISIONS:

Makes decisions with minor impact - affects only those in immediate work area.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS:

Requires high school diploma, GED, or vocational training.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

Class 5 State Waterworks Certification within first year of employment. Requires a valid Virginia driver's license.

EXPERIENCE REQUIREMENTS:

Experience in electrical or plumbing trades are beneficial along with previous work experience in water/wastewater.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS:

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery and tools.

SAFETY OF OTHERS:

Requires some responsibility for safety and health of others.

UNAVOIDABLE HAZARDS:

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, animals/wildlife, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS:

The position requires normal visual acuity and field of vision, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.