

NELSON COUNTY SERVICE AUTHORITY

JOB DESCRIPTION

Position/Title: **Operator II**
Status: **Non-Exempt**
Date Revised: **September 16, 2015**

JOB SUMMARY

Under the general supervision and reporting to the Operations Superintendent, the Operator II is responsible for the successful operation of Nelson County Service Authority water and wastewater facilities on a 24 hour basis.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Responsible for the treatment process of assigned Waterworks Class II/Wastewater works Class II facilities encompassing Nelson County and makes suggestions for improvements in operational processes.
2. Performs laboratory analysis to measure effectiveness of treatment process and compliance with operating permit.
3. Responsible for collecting all samples representative to the operating permit and compliance regulations.
4. Responsible for preparing the monthly reports for the affiliated regulatory agencies in a timely manner.
5. Provided operational guidance to all relief operators for consistent plant performance.
6. Examines and assesses operational and maintenance needs for assigned Nelson County Service Authority facilities and maintains proper reserve of materials and supplies needed for successful operation of Authority facility.
7. Maintains daily records of operations as required by operating permit and agency regulations.
8. Obtains and/or maintains necessary credentials for current licensure. Keeps a working knowledge of new technologies and equipment.
9. Coordinates through Supervisor information for purchases of supplies and materials needed in relation to essential job duties in accordance with established procurement procedures.
10. Cleans and maintains work areas, tools, vehicles and equipment and performs required housekeeping duties of assigned Authority facilities.
11. Considered a Critical Emergency Employee and required to report to work during inclement weather and emergency situations.
12. Conducts all business in accordance with Authority policies and procedures, and appropriate government laws and regulations pertaining to employers.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS AND CREDENTIALS

- High School Diploma or General Education Degree (GED) required at minimum.
- Hold, or the ability to obtain within 12 months of hire, the Virginia Class II Waterworks, and/or Class II Wastewater works certifications, as established by the Virginia Board of Waterworks and Wastewater works Operators.
- Must possess a valid Virginia driver's license. A Commercial Driver's License (CDL) is not required but is beneficial.
- Must have demonstrated ability of knowledge of methods, materials, and equipment used in the operation of water and sewage facilities.

ABILITIES AND COMPETENCIES**Communication and Problem Solving**

- Able to effectively communicate both verbally and in writing to convey clear, well-articulated instructions of a technical nature to a diverse audience.
- Able to reason, analyze information and events, and apply judgment in order to solve problems, including those with complex mechanical or technical characteristics.
- Possess public communication skills that allow professional representation of the Authority to a variety of business, government and/or community partners.
- Ability to take direction and follow instructions.

Physical and Sensory Abilities

To perform the essential functions of this position, the Operator in Responsible Charge II regularly employs the following physical and/or sensory abilities:

- Ability to complete routine tasks requiring the following physical activities: sit stand, walk, bend, stoop, squat, kneel, climb stairs, climb ladders, grasp, reach above the shoulder, and move objects weighing up to 75 pounds.
- Ability to work outdoors, in all weather conditions, (occasionally severe weather conditions), often for extended periods of time.
- Seeing, hearing and speaking to effectively communicate in writing and verbally.
- Seeing and hearing well enough, with or without corrective devices, to identify and avoid safety hazards.

WORKING CONDITIONS**Work Hours**

The Operator in Responsible Charge II is an hourly, non-exempt position, eligible for overtime pay, working to meet Authority goals and objectives regardless of the hours involved. Typically, the Operator in Responsible Charge II will be present for duty during assigned work schedules and emergency instances as necessary to accomplish the essential functions of the job. This may include evening and weekend work.

Driving Requirements

Use of Authority-owned vehicle is required for travel in the performance of the essential functions of this position. Proof of a valid Virginia driver's license and an acceptable DMV record is required.

This job description is designed to provide an employee with a basic understanding of the essential functions, duties, and responsibilities entailed in the performance of their job with Nelson County Service Authority. It is not intended to be all-inclusive. This description does not constitute an employment contract, either expressed or implied. Employment with Nelson County Service Authority is at-will and may be terminated by either the employee or the Authority with or without advance notice for any reason or no reason at all. Only the Executive Director and Board of Directors have authority to modify the at-will nature of employment or to modify any Authority policy. Any such modification to the at-will status must be in writing as an express amendment or exception to the at-will policy and signed by the Executive Director and Board of Directors in order to be enforceable. Job functions and responsibilities are subject to change at the discretion of management. Efforts will be made to provide advanced notice of such changes whenever possible.