



**POSITION:** Operator Trainee - Wastewater  
**JOB CODE:** 2022 **GRADE:** 110G  
**DEPARTMENT:** Public Works **DIVISION:** Wastewater  
**REPORTS TO POSITION:** Manager - Wastewater  
**STATUS:** Full-Time **FLSA:** Non-Exempt

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### ***Position Summary***

Position assists in the daily operations and maintenance of wastewater treatment plants and related facilities. Position reports to Manager (Wastewater) for direction and supervision.

### ***Position Responsibilities***

1. Assists in the day-to-day operation and maintenance of wastewater treatment plants and related facilities, including duties such as facility maintenance and repair, obtains and analyzes samples, fills and maintains chemical feed tanks, operates flow meters and other equipment, processes sludge, and maintains daily records of facility operations.
2. Assists in maintaining inventory of chemicals, repair parts, and other needed supplies and equipment.
3. Performs skilled and unskilled manual labor in building and ground maintenance.
4. Maintains assigned vehicles, tools, and equipment.

### ***Minimum Qualification Requirements***

#### **Education**

High School Diploma or G.E.D.

#### **Experience**

Minimum of One (1) year related experience; mechanical aptitude preferred.

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

#### **Certificate(s) and/or License(s)**

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. Possession of valid Class B Commercial Driver's License (CDL) with air brake and tanker endorsement, or ability to obtain within six (6) months of hire.
3. Temporary Wastewater Collection Systems Operator certificate or ability to obtain within six (6) months of hire.
4. Confined Space Entry certificate or ability to obtain within six (6) months of hire.

#### **Knowledge, Skills & Abilities**

1. Ability to prepare accurate and effective written records.
2. Ability to follow written and oral instructions.
3. Ability to communicate ideas effectively, both orally and in writing.

4. Ability to establish and maintain effective working relationships; ability to work as a member of a team.

***Miscellaneous Position Information***

**Working Conditions & Physical Requirements**

This role requires occasional moderately strenuous physical effort and strenuous effort, including lifting or handling moderately heavy equipment, test equipment or other materials. Must be able to lift 100 pounds assisted on a regular basis. Work environment involves risks or discomforts, which require special safety precautions, such as walking and/or climbing in and out of manholes, sewer pumping stations, subterranean storage tanks and other spaces for purpose of conducting assessments, investigations, inspections/repairs; sitting and/or standing in fixed position for extended periods of time. Involves moderate risk with exposure to potentially dangerous conditions including confined spaces, sanitary sewer manholes, pumping stations, including moving parts or machinery. Employees may require protective equipment. Requires working in extreme weather conditions.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**Conditions of Employment**

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

**Benefits (\*Not all positions may be eligible for these programs.)**

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

***By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.***

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Employee Printed Name Date

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Employee Signature



**POSITION:** Operator 1  
**JOB CODE:** 2076 **GRADE:** 114G  
**DEPARTMENT:** Public Works **DIVISION:** Wastewater  
**REPORTS TO POSITION:** Manager, Wastewater  
**STATUS:** Full-Time **FLSA:** Non-Exempt

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### ***Position Summary***

Position operates and maintains wastewater treatment plans and related facilities. Position reports to Manager (Wastewater Division) for direction and supervision. Work of this class involves no direct supervisory duties or responsibilities.

### ***Position Responsibilities***

1. Operates and maintains wastewater treatment plants and related facilities, including facility maintenance and repair, obtains and analyzes samples, fills and maintains chemical feed tanks, operates flow meters and other equipment, processes sludge, and maintains daily records of facility operations.
2. Performs preventative maintenance and minor repairs to machinery and equipment such as chemical feed systems, sample collection equipment, ultraviolet disinfection systems, and membrane and other filtration systems.
3. Performs skilled and unskilled manual labor in building and ground maintenance.
4. Maintains inventory of chemicals, repair parts, and other needed supplies and equipment.
5. Maintains assigned vehicles, tools, and equipment.

### ***Minimum Qualification Requirements***

#### **Education**

High School Diploma or G.E.D.

#### **Experience**

Minimum of two (2) years' experience in water and/or wastewater treatment plant operations and maintenance.

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

#### **Certificate(s) and/or License(s)**

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. Valid Class B Commercial Driver's License (CDL) with air brake and tanker endorsement, or ability to obtain within six (6) months of hire.
3. Class 5-A Wastewater Operator certificate or ability to obtain .
4. Class 2 Water Operator certificate or ability to obtain within six (6) months of hire.
5. Water Sampling certificate or ability to obtain within six (6) months of hire.
6. Confined Space Entry certificate or ability to obtain within six (6) months of hire.

**Knowledge, Skills & Abilities**

1. Knowledge of wastewater treatment plant processes, systems, and equipment, and the operation and maintenance thereof.
2. Ability to follow written and oral instructions.
3. Ability to communicate ideas effectively, both in writing and orally.
4. Ability to prepare accurate and effective written records and reports.

***Miscellaneous Position Information***

**Working Conditions & Physical Requirements**

This role requires occasional moderately strenuous physical effort and strenuous effort, including lifting or handling moderately heavy equipment, test equipment or other materials. Must be able to lift 100 pounds assisted on a regular basis. Work environment involves risks or discomforts, which require special safety precautions, such as walking and/or climbing in and out of manholes, sewer pumping stations, subterranean storage tanks and other spaces for purpose of conducting assessments, investigations, inspections/repairs; sitting and/or standing in fixed position for extended periods of time. Involves moderate risk with exposure to potentially dangerous conditions including confined spaces, sanitary sewer manholes, pumping stations, including moving parts or machinery. Employees may require protective equipment. Requires working in extreme weather conditions.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**Conditions of Employment**

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIC clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

**Benefits (\*Not all positions may be eligible for these programs.)**

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

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\_\_\_\_\_  
Employee Printed Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature



**POSITION:** Operator 3

**JOB CODE:** 2133

**GRADE:** 118G

**DEPARTMENT:** Public Works

**DIVISION:** Wastewater

**REPORTS TO POSITION:** Manager, Wastewater

**STATUS:** Full-Time

**FLSA:** Non-Exempt

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### ***Position Summary***

Position performs at a senior technical operator level. Serves as lead operator overseeing the day-to-day operations and maintenance of wastewater treatment plants and related facilities. Position reports to Manager (Wastewater Division) for general supervision. Work of this class involves no direct supervisory duties or responsibilities.

### ***Position Responsibilities***

1. Serves as lead operator overseeing the day-to-day operations and maintenance of one or more wastewater treatment plants and related facilities; schedules, plans, assigns, and oversees daily operations including, facility maintenance and repair, obtains and analyzes samples, fills and maintains chemical feed tanks, operates flow meters and other equipment, and processes sludge. Compiles daily, monthly and annual reports.
2. Operates process control systems; evaluates plant performance from calculations, laboratory data, operational reports, trends, field observations, and other process performance data and makes adjustments to maintain proper levels of treatment and compliance with National Pollution Discharge Elimination System and other permits and regulations.
3. Performs preventative maintenance, troubleshoots, and performs minor repairs to machinery and equipment such as chemical feed systems, sample collection equipment, ultraviolet disinfection systems, and membrane and other filtration systems; coordinates for higher-level maintenance and repair tasks which exceed operator level capabilities.
4. Coordinates and oversees the work of outside contractors and vendors performing maintenance, repairs, and/or upgrades to wastewater plants and other facilities.
5. Performs skilled and unskilled manual labor in building and ground maintenance.
6. Establishes and maintains inventory of chemicals, repair parts, and other needed supplies and equipment.
7. Trains less experienced operators.
8. Maintains assigned vehicles, tools, and equipment.

### ***Minimum Qualification Requirements***

#### **Education**

High School Diploma or G.E.D.

#### **Experience**

Minimum of three (3) years' experience in water and/or wastewater treatment plant operations and maintenance; Minimum of two (2) or more years' experience at a Class 5A wastewater treatment plant or equivalent; A minimum of which one (1) of those years must have been in a supervisory experience.

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

### **Certificate(s) and/or License(s)**

1. Possession of a valid Class B Commercial Driver's License (CDL) with air brake and tanker endorsement with no more than three (3) points, or ability to obtain within six (6) months of hire.
2. Class 5A Wastewater Operator certificate or ability to obtain within six (6) months of hire.
3. Class 2 Water Operator certificate or ability to obtain within six (6) months of hire.
4. Water Sampling certificate or ability to obtain within six (6) months of hire.
5. Confined Space Entry certificate or ability to obtain within six (6) months of hire.

### **Knowledge, Skills & Abilities**

1. Knowledge of advanced wastewater treatment plant processes, systems, and equipment, and the operation and maintenance thereof.
2. Ability to follow written and oral instructions; ability to train others.
3. Ability to communicate ideas effectively, both in writing and orally.
4. Ability to prepare accurate and effective written records and reports.
5. Ability to establish and maintain effective working relationships; ability to lead and/or work as a member of a team.

### **Miscellaneous Position Information**

#### **Working Conditions & Physical Requirements**

This role requires occasional moderately strenuous physical effort and strenuous effort, including lifting or handling moderately heavy equipment, test equipment or other materials. Must be able to lift 100 pounds assisted on a regular basis. Work environment involves risks or discomforts, which require special safety precautions, such as walking and/or climbing in and out of process treatment tanks and other spaces for purpose of conducting assessments, investigations, inspections, or repairs; sitting and/or standing in fixed position for extended periods of time. Work environment involves moderate risk with exposure to potentially dangerous conditions such as those found in wastewater treatment plants, including moving parts or machinery. Employees may require protective equipment including but not limited to boots, goggles, gloves, or shields.

Work may be in confined spaces, elevated storage tanks, and/or require use of a ladder.

Requires working in extreme weather conditions, such as rain, heat, and cold. Must be willing and able to work in areas with no heat or cooling.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

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### **Conditions of Employment**

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