Harriman Utility Board

Wastewater Treatment Plant Operator

Reports to: Manager of GWS
Date: October 7, 2026
Approved: General Manager

Department: Gas, Water, & Sewer
FLSA Status: Non-Exempt
Pay Status: Hourly

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

JOB SUMMARY:

Operates, monitors, and maintains wastewater treatment processes to ensure safe treatment and discharge in compliance with environmental regulations. Also performs lift station monitoring and maintenance and various GWS maintenance work, as requested.

ESSENTIAL FUNCTIONS:

- Operates and maintains wastewater treatment equipment, ensuring compliance with state and federal environmental protection limits.
- Controls, maintains, and performs minor repairs to pumps, valves, and other processing equipment to move wastewater through various treatment processes.
- Adjusts controls based on interpretation of meters and gauges on equipment control panels at individual machines or stages in the treatment process.
- Prepares reports, maintains logs, and keeps other records on meter readings and tests, as well as chemical and equipment usage.
- Conducts running repairs to equipment or shuts down equipment for more extensive maintenance and repair, activating alternate equipment as needed.
- Coordinates the services of outside maintenance vendors for major repairs and/or overhauls.
- May act as team leader in coordinating and directing work for wastewater treatment plant in Chief Operator's absence.

- Activates emergency procedures in the event of a bypass, overflow, or spill.
- Disposes of waste materials and biosolids removed from the wastewater, in accordance with all Federal, State, or local regulations.
- Monitors SCADA system and responds appropriately to alarms, abnormal conditions, and system changes.
- Operates sludge press.
- Cleans drying beds.
- Operates equipment and vehicles as required for sewer system maintenance, inspection, cleaning, and repair, including the vacuum truck, flush truck, backhoe, and CCTV camera van.
- Regularly inspects and performs maintenance activities for all sewer lift stations.
- Must maintain all WWTP equipment, buildings, property, and aesthetics, to include yard maintenance.
- Assists with collecting samples, testing samples, and various lab work as needed.
- Follows all OSHA and HUB safety guidelines, including use of PPE.

ADDITIONAL RESPONSIBILITIES:

- Assists Chief WWTP Operator with maintaining inventory and ordering materials as necessary.
- Assists with Grease Trap Program, including inspections, monitoring, documentation, and compliance activities, as needed.
- Performs various GWS operations and maintenance tasks, as requested
- Regularly participates in training regarding safety and rules and regulations pertaining to the wastewater system.
- Assists in training wastewater treatment operators and other new employees.
- Participates in cross-training with other GWS department personnel.
- Maintains personal CE hours.
- Attends events, meetings, seminars, schools, or training, etc., as determined by the General Manager, Supervisor, or as required by law.
- Must be willing to work overtime in emergencies with limited notice.
- Required to work Holidays when they fall during a normal scheduled work week.
- Regular attendance required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Maintain a professional, positive attitude with commitment to public service, and in adherence to HUB's mission, vision, and core values.
- Considerable knowledge of methods and practices essential to the design, operation, maintenance, and repair of wastewater operations and pump stations.
- Familiar with occupational hazards involved and necessary safety precautions.
- Ability to read and work from blueprints or drawings.
- Ability to operate mechanical equipment, hand/power tools, and heavy equipment safely.

- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to operate a PC with basic skills in Word™ and Excel™. Must be comfortable with use of iPad™ and other electronic communications devices.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Will be subjected to standing, walking, climbing, stooping, crouching, bending, pulling, and lifting.
- Will be required to lift and carry up to 75 pounds.
- Will be required to have close visual acuity to perform and activity such as: preparing and analyzing data and figures, transcribing, viewing a computer screen, extensive reading, and/or operation of general office equipment.
- Will be required to have visual acuity to perform an activity such as: operate machines, or equipment where seeing the job is at or within arm's reach; performs mechanical or skilled trades of a non-repetitive nature, such as technicians, service people, etc.
- Will be required to clearly and quickly hear work instructions and safety warnings from coworkers or equipment.
- Will be required to climb, traverse, and maintain balance while navigating uneven, rough, and sloped terrain in various outdoor conditions.

WORKING CONDITIONS:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While not encountered every day, the Employee may be subject to any or all of the following during the course of work:

- Will be required to work both indoors and outdoors.
- Will be subjected to environmental conditions. Some protections is provided from weather conditions, but not necessarily from temperature changes.
- Will be subjected to extreme cold. Temperatures typically below 32 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to extreme heat. Temperatures above 100 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

- Will be subjected to noise. There is sufficient noise to cause the Employee to shout in order to be heard above ambient noise level.
- Will be subjected to vibration. Exposure to oscillating movements of the extremities, or whole body.
- Will be subjected to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat, or exposure to chemicals. Safety equipment is provided.
- Will be subjected to atmospheric conditions. May encounter one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation. Safety equipment is provided.
- Must wear personal protective equipment and a respirator while handling or removing hazardous substances.
- Will be required to work in close quarters, crawl spaces, shafts, manholes, small/enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. Safety equipment is provided.

REQUIRED LICENSES AND/OR CERTIFICATIONS:
(May be obtained after employment)

- Grade III Wastewater Treatment Plant Certification
- Certified in current CPR/First Aid practices
- Confined Space

QUALIFICATIONS:

- Requires a high school or vocational school degree or equivalent.
- Experience in treatment of wastewater is preferred.
- Regular attendance required, as operator may be sole employee responsible for a shift.

Over the course of employment, specific job duties for employees may be changed, added, or deleted. In an effort to keep these job descriptions updated and to remain compliant with the Americans with Disabilities Act (ADA), employees will be given the opportunity to review their descriptions each year or at any time they feel it needs to be updated.