CITY OF SHELTON  
WATER POLLUTION CONTROL DEPARTMENT  
JOB DESCRIPTION  
TITLE: OPERATOR- CLASS III  

GENERAL DESCRIPTION:  
This is a responsible position involving the performance of a variety of routine duties on an assigned shift in the operations of the Waste Water Treatment Plant and Collection Pump Stations, including operation, maintenance, laboratory analysis and custodial duties. The work requires that the employee have good knowledge, skills and ability in basic operation of the Water Pollution Control Plant and associated work.  

SUPERVISION RECEIVED:  
Works under the direct supervision of the Chief Plant Operator/Superintendent or designated representative and the general supervision of the Mayor.  

SUPERVISION EXERCISED:  
Directs all personnel assigned to him.  

EXAMPLES OF DUTIES:  
Performs any combination of the following tasks pertinent to controlling operation of the plant:  

Operates, adjusts, checks and inspects all pumping equipment, including sewage treatment pumps, sludge pumps, air compressors and sludge collectors;  

Operates necessary tasks assigned to him on his shift or phase regarding operations of the plant;  

Opens or closes valves to regulate flows as required;  

Monitors and reads various dials, gauges, meters, thermostats and control panel;  

Maintains records and logs pertinent data, extracts, samples and performs routine laboratory tests and analysis of operation of the plant as required;  

Collects and stores samples when necessary;  

Required to make measurements or minimal tests with various equipment, such as temperatures, chlorine residuals, quantities of materials or chemicals and pH measurements;  

Operates valves and gates either manually or by remote control;
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Starts and stops pumps, engines and generators to control and adjust treatment processes;

Controls the transfer of the volume of sewage or sludge from settling tanks, sludge holding tanks, final settling tanks; aeration tanks and sequencing batch reactors (SBRs);

Cleans rakes, baskets, various screens, shredders, de-gritter, bar screens, basins, grease skimmings, wet-wells, Parshall flumes, troughs, channels and weirs;

Regulates sodium hypochlorite and other chemical equipment; starts, stops various equipment as assigned;

Makes minimal and minor repairs to pumps and other types of equipment as necessary;

Responds to emergency situations in accordance with prescribed procedures;

Performs lubrication on various equipment and machinery;

Performs routine maintenance, preventative maintenance and repairs on mechanical and electro-mechanical equipment;

Operates sludge thickeners and associated equipment;

Ability to operate oxygen, hydrogen sulfide and other gas detection meters;

Maintains and participates in all safety and preventive maintenance programs;

Trains new personnel in operating procedures; Operates all WPCA motor vehicles. Ability to work long hours, evenings and weekends, as required.

Regular attendance is a requirement of this position.

Ability to establish and maintain appropriate working relationships with town officials, public officials, members of the public, other departments, commissions and co-workers.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position is the work is similar, related or a logical assignment to the position.
CITY OF SHELTON
WATER POLLUTION CONTROL DEPARTMENT

JOB DESCRIPTION

TITLE: OPERATOR  CLASS III

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of modern Waste Water Treatment Plant and collection Pump Stations principles and operating practices;

Considerable knowledge of modern sewage treatment practices and methods involving Sequencing Batch Reactor processes;

Ability to understand the terminology and units of expression involving the processes;

Good ability to interpret Waste Water Treatment regulations and standards, perform complex mechanical repairs.

Ability to keep and maintain records;

Considerable ability to establish and maintain effective working relationships with the Administration, supervisor, subordinates, consultants, contractors, associates, and the general public.

Should have proficiency in various computer programs used in the Water Pollution Control plant necessary to perform job related tasks.

QUALIFICATIONS:

High school graduate or equivalent with not less than two (2) years' experience in a pollution abatement facility and/or a water treatment plant or equivalent operating experience, or in lieu thereof, an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Possession of a Connecticut Certified Class III Wastewater Treatment Operator Certificate for the operation of a wastewater treatment plant is required. Good physical condition. Must have a valid Connecticut motor vehicle operator license of at least Class 2.

PROBATIONARY PERIOD: As per the collective bargaining agreement between the City and the representative union. Presently a six (6) month probationary period is required. If no representative CBA is in effect, there will be a six (6) month probationary period per the terms of the Merit System.

This description lists only those job duties necessary for salary evaluation and does not include each, every job requirement and may be revised.
NATURE OF WORK: The Plant Operator Class III performs a variety of duties in a modern Wastewater Treatment Plant, including operation, maintenance, laboratory analysis and custodial duties on an assigned shift. The work requires that the employee have good knowledge, skills and ability in basic operation of the Water Pollution Control Plant and associated work.

EDUCATION EXPERIENCE AND TRAINING: High school graduate or equivalent not less than two (2) years' experience in a pollution abatement facility and/or a water treatment plant or equivalent operating experience, or in lieu thereof, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Possession of a Connecticut Certified Class III Wastewater Treatment Operator Certificate for the operation of a wastewater treatment plant is required. Good physical condition. Must have a valid Connecticut motor vehicle operator license of at least Class 2.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge and skill in operating and maintaining electrical and mechanical equipment and accessories involved in sewage disposal and treatment.

Considerable ability to establish and maintain effective working relationships with the Administration, supervisors, subordinates, consultants, contractors, associates and the general public.

A considerable knowledge of modern sewage treatment practices and methods involving Sequencing Batch Reactor processes.

The ability to exercise a considerable amount of independent judgement;

Ability to understand terminology and units of expression involving the processes;

Good ability to interpret Waste Water Treatment regulations and standards, perform complex mechanical repairs;

Should have proficiency in various computer programs used in the Water Pollution Control plant necessary to perform job related tasks.

The Water Pollution Control Plant Operator III Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.
HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the job posting bulletin board located at the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel test. A combined score of the written and oral test will determine the ranking assigned to each candidate. The top ten candidates will remain on a certified hiring list for at least one year from which the City will hire.

Pursuant to Article VIII WORK ASSIGNMENT AND JOB CLASSIFICATIONS, Section 8.03 of the Collective Bargaining Agreement between the City of Shelton and TEAMSTERS UNION LOCAL 145, all job openings shall be advertised and filled pursuant to the applicable provisions of the City's Merit System Ordinance.

PROBATIONARY PERIOD: Pursuant to Article VII, PROBATIONARY PERIOD, Section 17.01 of the Collective Bargaining Agreement between the City of Shelton and TEAMSTERS UNION LOCAL 145, the successful applicant shall be subject to a six month probationary period.

STARTING HOURLY RATE: $25.65-$27.15 per hour per the collective bargaining agreement between the City of Shelton and TEAMSTERS UNION LOCAL 145.

JOB CLASSIFICATION: The Plant Operator III position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and TEAMSTERS UNION LOCAL 145 dated November 23, 2015.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 pm Friday, November 13, 2020, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF