



JOB DESCRIPTION
TOWN OF WEST WARWICK

JOB TITLE: Lead Operator DATE REVISED: July 8, 2022

DEPARTMENT: Wastewater Treatment Facility LAST REVISION:

DIVISION: Operations

CLASSIFICATION: Union FLSA: Non-Exempt

PRIMARY PURPOSE OF THE POSITION: Under the general supervision of the Chief Operator and Assistant Superintendent for Operations, will be responsible for the operation of wastewater treatment equipment, supervision of facility operators and other operation duties as assigned by the Chief Operator and or the Assistant Superintendent. In direct responsible charge of operators on their assigned shift. Duties and responsibilities include but are not limited to the following:

- Serves as the lead to lower-level staff regarding the operation of the plant and troubleshooting problems during their shift. Consults with the Chief Operator to determine staffing/resources necessary, and to determine what remedial actions are necessary.
- Runs equipment for the control, flow and processing of wastewater, sludge, and effluent;
- Operates any and all assigned stations within the West Warwick Regional Wastewater Treatment Facility and associated pumping stations;
- Operates engines, generators, and pumps used to adjust flow and/or treatment processes;
- Operates gates and valves manually or by remote control;
- Obtains samples of wastewater, sludge, and/or effluent for routine laboratory tests;
- Observes variations in operating and processing conditions and records gauge and meter readings;
- Consults with Chief Operator or his designee in making flow and process adjustments as required;
- Makes necessary and appropriate operational adjustments to flow and process controls in accordance with test results and operating data;

- Performs various tasks related to the operation and maintenance of equipment used to control the flow and processing of wastewater, sludge, and effluent;
- Maintain log sheets and records of gauge, meter and control panel readings;
- Briefs subsequent shift operator on daily operation activities and significant operational events and concerns;
- Maintains log sheets and records of gauge, meter and control panel readings;
- Briefs subsequent shift operator(s) on daily operation activities and significant operational events and concerns;
- Performs other related duties and tasks as necessary and directed by the Chief Operator and/or the Assistant Superintendent for Operations or his/her designee;

QUALIFICATIONS: To perform this job successfully an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Must possess a high school diploma or GED equivalent supplemented with
Special Requirements: **Must be obtained within six months from Date of Hire or be terminated*

- State of Rhode Island Grade 2 Wastewater Operator's Certification.
- State of Rhode Island Grade 3 Wastewater Operator's Certification preferred.
- State of Rhode Island Commercial Driver's License with Tanker Endorsement *
- A forklift and payload license *
- A Hazardous Materials Certification on Commercial Driver's License (CDL) is highly recommended.

PHYSICAL REQUIREMENTS: Physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee will be required to lift up to 80 pounds; frequently walk, sit, use hand to fingers, handle or feel; use power tools; reach

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- with hands and arms; climb or balance, stoop, kneel, or crouch or crawl; see, talk and hear.
- Specific vision required are close, distance color peripheral and depth perception.
- Working environment will be inside and in the field; will include all types of weather conditions including snow, rain, heat, humidity and extreme cold.
- Working environment will include unfavorable exposure conditions such as raw sewage chemicals and fumes and working around electricity and machinery.
- Work environment can be from moderate to noisy.

This job description does not constitute an employment agreement between the Town of West Warwick and the employee.

APPROVED

Town Manager

Date