



# TOWNSHIP OF CHATHAM

58 Meyersville Road  
Chatham, New Jersey 07928  
www.chathamtownship.org

## JOB SPECIFICATION

<b>Title</b>	Water Pollution Control Operator
<b>Department</b>	Public Works
<b>Type</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/> Applicable
<b>Reports to</b>	Water Pollution Control Manager
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	180 days

### Summary/Definition

Under direction, performs various types of manual labor, drives trucks, and uses assorted power tools and equipment; operates, adjusts, and regulates plant pumps, valves, and other equipment, takes periodic readings of relevant gauges, and may conduct routine standardized tests on samples; does other related duties as required.

### Duties/Responsibilities

- Operates, adjusts, and regulates chemical feed machines, pumps, flowmeters, valves, and other equipment.
- Checks and adjusts the flow and levels in varied tanks and chambers.
- Takes periodic readings of relevant gauges and records these readings.
- Opens and closes appropriate valves.
- Maintains proper liquid levels in pressure accumulators.
- Reads and checks gas meters and regulates gas cocks.
- Operates, adjusts, and regulates chlorinators.
- May perform routine tests on samples taken throughout the plant.
- Maintains the working area in a clean/sanitary condition.
- Packs pumps and maintains proper flow in sedimentation tanks.
- Periodically inspects plant and equipment for malfunctions and needed repairs, performs minor repairs, and lubricates machines and equipment.
- May maintain and prepare all equipment and paraphernalia necessary for performance of tests to samples.
- Loads, lifts, and moves supplies, furniture, and equipment.
- Digs trenches and does manual grading.
- Loads and unloads trucks.
- Collects rubbish, leaves, grass, and other refuse.
- Cuts grass, mows lawns, trims hedges and shrubbery, waters lawns and flowers, and performs all other chores related to landscaping.
- Clean and maintain sewer lines.

- Performs all duties associated with snow removal.
- Spreads salt, and deicing and traction agents such as salt, calcium, cinders, grit, etc. either mechanically or manually.
- Occasionally or incidentally drives loaders, backhoes, sewer cleaning trucks, road sweepers, and bucket trucks.
- Must be able to work weekends and holidays and be part of an on-call rotation where you must respond immediately to emergencies.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Perform other related tasks as required.

## **Requirements**

### **Education**

- Graduation from high school, vocational high school, or possession of an approved High School Equivalency Certificate.

### **Licenses**

- Appointees must possess a driver's license valid in New Jersey.
- Appointees are also required to possess a valid Commercial Driver's License (CDL) Class B with Code N (Tank) endorsement.

### **Certifications**

### **Experience**

- One (1) year of experience in construction, maintenance, and/or repair of streets, sewer, water, sanitation, or other public works facilities or similar heavy construction or maintenance work.

*NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.*

### **Knowledge/Skills/Abilities**

- Knowledge of the methods, materials and supplies used to perform varied types of manual tasks.
- Knowledge of problems and procedures involved in making repairs to pumps, equipment, and machinery.
- Knowledge of procedures used in repairing, adjusting, regulating, and maintaining chemical feed machines and chlorinators, sludge digestion pumps, flowmeters, and other mechanical equipment.
- Knowledge of performing preventative maintenance tasks.
- Knowledge of the skilled use and care of needed tools, materials, and supplies.
- Ability to repair, maintain, and operate sewage treatment mechanical equipment.
- Ability to diagnose motor troubles and overhaul motors.
- Ability to change oil and lubricate motors.
- Ability to work harmoniously with others.
- Ability to perform complex mechanical and manual operations.
- Ability to perform manual tasks either alone or as a member of a group.
- Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.
- Ability to follow prescribed instructions.
- Ability to learn to use the tools and equipment needed to perform routine, unskilled labor tasks.
- Ability to follow safety precautions in the operation of assigned tools and equipment.

- Ability to utilize various types of electronic and/or manual recording and information systems used by the municipality.
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position.

## **Physical Requirements**

- Appointees are required to meet certain physical demand requirements. The physical demands for this position are “Very Heavy Work” (lifting in excess of 100 pounds occasionally, over 50 pounds frequently, over 20 pounds constantly) to “Heavy Work” (50 to 100 pounds occasionally, 25 to 50 pounds frequently and 10 to 20 pounds constantly) with the greater percentage of work within the “Heavy Work” category as defined by the Department of Labor’s Dictionary of Occupational Titles.
- Appointees are required to operate light machinery, light construction or maintenance equipment/tools, and drive “Class B” vehicles with snow plow.
- Ability to see information in print and/or electronically.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

*The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.*