Virgin Islands Waste Management Authority

Job Vacancy Announcement

Wastewater Plant Operator Class I

St. John

SALARY: $36,640.00

DEADLINE: May 19, 2017

Wastewater Treatment Plant Operator I – This is the entry level class in Wastewater Treatment Plant Operator series. Positions at this level have prior experience in the operation, repair and maintenance of machinery, pumps, or mechanical equipment, including some experience in Wastewater Treatment Plant, but are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Wastewater Treatment Plant Operator I I level and exercise less independent discretion and judgment in matters related to work procedures and methods. Individual at this level are expected to become fully knowledgeable of the assigned area and to learn the full range of plant maintenance, repair, and operations functions.

DUTIES AND RESPONSIBILITIES:

- Performs the full range of duties related to plant operations; operates a variety of facilities, systems, equipment, pumps, and valves; learns to operate and maintain new systems and equipment as necessary.
- Performs a variety of equipment maintenance duties; inspects, removes, cleans, lubricates, backwashes, repairs, maintains, and reinstalls equipment related to a variety of wastewater treatment plant facilities, systems, grinders, drip traps, scales, centrifuges, hydrovanes, tanks, pumps, valves, and piping systems; cleans and calibrates meters and probes; performs general housekeeping of all areas associated with assigned facilities.
- Performs a variety of process control related duties; collects samples from various plant processes for chemical/biological analysis; operates and calibrates automatic samplers; collects storm channel water samples outside the plant as necessary; performs a variety of tests and analysis; measures primary and secondary settling basins sludge depths; performs mathematical calculations including those related to flows, areas, volume, weight, force, pressure, chemical dosage, and those related to various tests and analysis; evaluates laboratory testing results and calculations and implements results in operational control.
- Investigates and acknowledges alarms throughout the wastewater treatment facility; monitors, polls, and responds to lift station alarms; locates and notifies stand-by personnel to respond to lift station alarms; provides support, security, and communication to maintenance personnel at lift stations when responding to alarms.
- Monitors and maintains leak detection system.
- Performs a variety of recordkeeping duites; creates new log books and proplerly stores old records and log books; ensure TPDES permits are properly maintained and available; tracks status of Advanced Maintenanice Maagmemt System (AMMS) request; maintains Materail Safety Data Sheet (MSDS) records; complete, maintains, and files a variety of form, list, records, schedules, and informational logs; maintains

and updates equipment status board; maintains and updates daily readings on process control board.

- Performs a variety of duties in response to power outages emergencies; operates, monitors, and adjusts, and maintains backup generators; respond to power outages by properly resetting, restarting and bringing systems essential to proper plant operations back on-line; maintains proper fuel levels in generators and storage tanks.
- Performs a variety of duties in response to wet weather emergencies; operates, monitors, and adjust plant drainage system: places sand bags around excess storage pond perimeter; stages, operates, monitors, and lubricates emergency trash pumps.
- Performs a variety of public relations related duties; conducts tours and provides educational information; receives, investigates, documents, and responds to odor complaints; receives telephone inquiries from the public; answers questions and directs inquiries to appropriate personnel as necessary.
- Participates in a variety of training activities; studies equipment manuals for all facility equipment; receives training on new equipment and processes as well as initial and periodic refresher training on processes, procedures, systems, and equipment related to assignment; maintains familiarity with all standard operating procedures pertaining to equipment and plant processes; may provide training to new operators-in-training on equipment and plant processes.
- Performs and participates in a variety of safety related duties and activities; follows all safety standard operating procedures when performing work; maintains awareness of and reports/corrects any trip hazards, spills, and unsafe equipment; properly handles, stores, and labels various chemicals; maintains familiarity with the Chemical Spill Response Plan; maintains familiarity with lift station spill procedures and responses; inspects, cleans, and maintains eye-wash stations; maintains and inspects all personal protective equipment and restocks as necessary; maintains and updates MSDS catalog; maintains proper facility lighting; performs proper lock-out/tag-out procedures; secures facility perimeter and ensures buildings and vehicles are secure.
- Operates a light truck in and out of plant.
- Operates tractor, forklift or other vehicles/carts inside the plant grounds as required.
- Performs related duties as required.

EDUCATION AND EXPERIENCE:

- A High School Diploma or GED from an accredited school.
- Two years of experience in the operation, repair, and maintenance of machinery, pumps, or mechanical equipment including one year of experience in a wastewater treatment plant.
- Possession of a Grade I Wastewater Treatment Plant Operator Certificate and a valid V.I. Class E driver's license.

Submit a letter of interest along with a resume to:

Director of Human Resources
Virgin Islands Waste Management Authority
P.O. Box 1689
Kingshill, St. Croix USVI 00851

Virgin Islands Waste Management Authority is an Equal Opportunity Employer