

Hamilton Lake Conservancy District

Job Description for Operator/Maintenance Personnel

The Hamilton Lake Conservancy District operates and maintains an Indiana Class II wastewater plant (Sequencing Batch Reactor) and a collection system that contains over 700 grinder stations.

The operator/maintenance personnel are responsible for operating and maintaining the treatment plant and collection system. A mechanical aptitude, basic understanding of electricity and the ability to read and understand blueprints are necessary to perform most of the duties required.

This position is an on-call position. While on call the employee will respond immediately to grinder breakdowns or other sewer emergencies as well as plant alarms. The employee must also be available to respond to call-ins 24 hours a day as scheduled or as directed by the Superintendent.

This position requires:

- 1) That the employee be able to lift and carry a grinder pump that weighs approximately 100 pounds varying distances depending on the location and accessibility of the existing grindertank.
- 2) Lifting, bending, kneeling, crouching, laying, walking varying distances on uneven or sloping ground in all kinds of weather conditions.
- 3) The employee will work outside in all types of weather and any time of day or night.
- 4) The employee to perform confined space entry.

Duties at the plant will consist of but are not limited to:

- 1) Operation, maintenance, repair and cleaning of the treatment plant facilities, grounds and equipment.
- 2) Learn the plant processes and how to make the adjustments needed to maintain proper operation.
- 3) Attempt to obtain at least an Indiana Class I Treatment Plant certification.

- 4) Properly collect samples, perform testing, record results and interpret those results to assist the Superintendent in operation of the Treatment Plant.
- 5) Assist the Superintendent in maintaining records for maintenance logs, operation logs, laboratory and bench sheets.
- 6) Assist and advise the Superintendent in maintaining chemical stock, maintenance supplies and repair parts stock.
- 7) Use and understand the plant piping diagrams in order to complete necessary tasks.
- 8) Assist the Superintendent in the supervision and training of new employees.
- 9) Perform any other duties as directed by the Superintendent, Operator left in charge or by the Board of Directors.

Duties in the collection system will consist of but are not limited to:

- 1) Operation, maintenance and repair of the collection system and all the equipment needed to convey sewage to the treatment plant.
- 2) Be able to use and understand the collection system blueprints in order to perform locate requests as well as any other tasks that require that ability.
- 3) Lead or assist in the installation or movement of grinder stations. Installation, repair or replacement of electrical wires and controls for grinder stations.
- 4) Perform confined space entry repairs in any tank or manhole.
- 5) Assist and advise the Superintendent in maintaining records for maintenance logs and repairs.
- 6) Assist and advise the Superintendent in maintaining of repair part stock, maintenance items and tool inventory.
- 7) Assist the Superintendent with inspections of new hook-ups and Improvement Location Permit requests.
- 8) Perform any other duties as directed by the Superintendent, Operator left in charge or by the Board of Directors.