



TOWN MANAGER

J O B P O S T I N G
Assistant Wastewater Treatment System Operator
17 May 2024

The Town of Brandon seeks a qualified candidate for a permanent full-time position as assistant wastewater treatment system operator. The primary job site is at 500 Union Street in Brandon, Vermont. The assistant wastewater treatment system operator works under the direction of the chief wastewater treatment system operator. Secondly, this position provides support to the other aspects of the Town's Public Works operations, namely the Highway Department and Buildings & Grounds Department, through tracked time assignments.

The Town of Brandon offers competitive pay and a generous benefits package. The Town of Brandon is an equal opportunity employer. Reply to Seth Hopkins, town manager, at the Brandon Town Office, 49 Center Street, Brandon VT 05733 or by email to shopkins@townofbrandon.com. This position is open until filled.

The Town of Brandon is committed to providing equal employment and volunteer opportunities without regard to race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, disability, or any other protected characteristic as outlined by federal, state, or local laws.

ASSISTANT WASTEWATER TREATMENT SYSTEM OPERATOR

DEFINITION/AREAS OF RESPONSIBILITY

This is specialized skilled and semi-skilled technical work in the operation and maintenance of the wastewater treatment facility, pump stations, and collections systems. This employee is under the direction of the Chief Wastewater Treatment System Operator for the efficient operation of chemical feeders, filters, pumps, electric meters, and other sewage plant equipment. The employee works on a shift basis, and works under the supervision of the Chief Wastewater Treatment System Operator and the Town Manager. Assignments are received in the form of oral and written work orders, and work is reviewed by inspection and observation by the Chief Wastewater Treatment System Operator and the Town Manager. This employee also is responsible for operating specialized equipment utilized in maintaining and repairing the sewer collection system. This employee acts as the Chief Wastewater Treatment System Operator when the Chief Operator is absent.

EXAMPLES OF WORK PERFORMED

- Assists in operating and regulating the treatment plant equipment so that the effluent meets quality standards established by State and Federal regulations
- Assists in taking samples of raw sewage and finished effluent, making laboratory analysis of these samples in order to make adjustments to treatment processes to assure efficient operation of the wastewater treatment facility
- Helps keep records of laboratory analysis as required by the State
- Repairs, services, and maintains pumps, motors, and associated equipment employed in the treatment process
- Assists in the installation of new pumps and related equipment
- Operates power tools in maintaining and repairing equipment utilized in the treatment process

- Responds to emergency calls relating to sewer back-ups and leaks in the sewer system, or pager call-outs, operating specialized cleaning and repair equipment
- Maintains pump stations and performs related work as required under the direction of the Chief Wastewater Treatment System Operator

NECESSARY KNOWLEDGE AND ABILITIES

- Knowledge of the operation, type of defects, and repair methods applicable to pumps, chlorinators, chemical feeders, and other wastewater treatment facility and system equipment
- Knowledge of safety factors and hazards in handling sewage and sewage equipment and all VOSHA requirements
- Knowledge of the methods, practices, tools, and materials used in mechanical maintenance and repair work
- Some knowledge of chemistry and the use of laboratory equipment and procedures
- Some knowledge of the methods, materials, and techniques used in the extension, repair, and maintenance of sewer collection lines
- Ability to maintain records and reports
- Ability to operate treatment plant and pump station equipment
- Ability to use and maintain the tools necessary to maintain equipment utilized in the sewer treatment process
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain an effective working relationship with the Chief Wastewater Treatment System Operator and the Town Manager, other public works employees, and the public

QUALIFICATIONS REQUIRED

- Any combination of training and experience equivalent to: graduation from a standard high school
- Some experience in the operation and maintenance of electrical and mechanical equipment that can be related to sewage plant equipment operation or related field
- Some experience as a helper in the trades, preferably in plumbing or sewer line repair

QUALIFICATIONS DESIRED

- Valid Vermont Grade 1 Wastewater Operator's Certificate
- Commercial Driver's License

SPECIAL REQUIREMENTS

- The employee in this position must obtain a Vermont Grade I Wastewater Operators Certificate within one (1) year of employment
- This employee must possess a valid Vermont Driver's License with ability to obtain a Commercial Driver's License
- Due to the nature of this position, good physical condition may be recommended in order to avoid injury Should have the ability to lift and/or move any heavy objects
- May be exposed to the elements of weather in the performance of the job duties