Physical Plant – Treatment Plant Assistant Operator

The Assistant Operator provides relief to the full-time treatment plant workforce (currently one Technician and one Operator); specifically when the latter employee(s) have worked eighty hours in a given pay period (typical biweekly shift of 8 hours each, Mon – Fri). The National Pollutant Discharge Elimination System (NPDES #PA0050733) permit for Lincoln University requires that at least one Certified Wastewater Treatment Plant Operator of applicable Class and subclass (for type/size of facility) be present DAILY for process decisions. Currently, the Lincoln facility requires a Class C or greater certification for an activated sludge type plant. The Assistant Operator shall relieve one or both full-time Certified Operators on days of each pay period, wherein the latter would otherwise be required to work beyond 80 hours; or whenever else, as authorized by the Physical Plant Director or his/her appointee. In order to comply with the NPDES permit, as well as Certified Operator Act in PA, until such time as the Assistant would earn their own certification (per plant type/size as noted above), they would operate solely under the direction (strictly adhering to Standard Operating Procedures set forth by) Lincoln’s Waste Treatment Plant Technician. In order to fully understand these SOP’s, the Assistant must have an understanding of processes and systems associated with Wastewater Aeration Basin Technology, biological nutrient removal (Orbacel) and skills required to maintain properly the Lincoln Waste Treatment Plant; to function correctly at satisfactory efficiency and effectiveness. Pursuant to the current NPDES permit referenced above and in conformance with applicable PA statues (notably, Operators Certification Act), the Assistant is expected to pursue all requirements for Certification.

Specifically, they must apply for and pass the entrance exam, as well as satisfy the on-the-job experience requirement (for example, the equivalent of two-years, at 40 hour weeks, plus four-year undergraduate science degree), in no more than five calendar years of employment. Only Treatment Plant workforce (Certified Operators) shall track applicable on-the-job hours and report progress toward the Assistant Operator’s pending certification status, to the Physical Plant Director and/or Human Resources. Any such hours logged while a Lincoln University student/alumni, prior to employment at its Waste Treatment Plant (WTP), shall count towards fulfillment of this requirement.

Qualifications:

- Advanced knowledge of biological processes that can influence the WTP and techniques that can be used to impact these conditions.
- Advanced knowledge of WTP chemistry that enables proper monitoring of all processes to determine control fluctuations.
- Proficiency in the operation of this particular type of equipment to understand all limitations and capabilities.
• Must have knowledge of NPDES guidelines, EPA and DEP regulatory standards.
• Must have a thorough knowledge of safety standards and procedures in laboratory and WTP environment.
• Must be able to handle multiple tasks and prioritize based upon WTP operations.
• Must have good oral and written communication skills.
• Must be computer literate with an ability to interpret data on Excel and SCADA software programs. No entry of data into these systems shall be required.
• Must be able to operate WTP to meet OSHA safety certification requirements.
• Must be able to work without constant supervision, make reliable decisions and have good judgment.
• Must be dependable and have good attendance (including nights and weekends).
• Must have the ability to work within a culturally diverse organization.

**Essential Duties and Responsibilities:**

• Must be able to acknowledge local and/or SCADA alarms and relay such conditions to Certified Operator in a timely manner.
• Perform laboratory tests and analyses (i.e., ph, DO, temperature and test strips).
• Calibrate hand-held instruments needed for duty #2 above and record results.
• Observe conditions and document such in the official WTP log. Any conditions not addressed in SOP, shall also be immediately relayed to Certified Operator(S).
• Operate WTP to comply with all Federal, State and Local regulations.
• Must operate bio-solids holding tank; fill/decant to maximize concentration of waste, prior to removal by hauler.
• All other relevant duties as assigned.