

Fredericksburg Sewer and Water Authority
Job Description

Position Title: Full-Time Licensed Operator-Water / Wastewater

Department: Operations

Supervisor: Operations Manager/Authority Board

Time Requirement: Full-Time, 40 hours per week, Monday-Friday, 6:00 AM to 2:00 PM

Summary Description:

This employee is responsible for supporting and general backup for the Operation Manager. Duties include but are not limited to general maintenance, daily testing and record keeping.

Essential Job Functions:

- Understanding of the proper operation of a water/wastewater treatment plant.
- Ability to perform basic laboratory tests such as pH, temperature, and chlorine residual as mandated by DEP.
- Ability to apply the results of testing to the process.
- Ability to make process control decisions.
- Ability to troubleshoot process problems.
- Keeping informed and up to date in areas such as operations, products and techniques.
- Grounds maintenance.
- Facility maintenance.
- Hydrant maintenance.
- Perform routine vehicle and equipment maintenance.
- Maintain facility security.
- Ensure accurate record keeping.
- Maintain confidentiality of internal matters pertaining to the Authority and its operations.
- Maintain an accurate and up to date filing system in a manner that facilitates timely and accurate retrieval.
- Meter reading and maintenance.
- Lift station maintenance.
- Ability to work safely in confined spaces.
- Ability to work Holidays, weekends and emergency calls on a scheduled basis.
- Ability to work unsupervised.

Additional Duties:

- Assist with furnishing information to and consults with Engineers, Solicitors and other professional representatives as needed

- Assist with handling any situation that arises with property owners/customers as needed
- Perform other related work as required or assigned by the Operations Manager/Authority Board.

Qualifications, Skills and Knowledge:

- Required:
 - Water / Wastewater operator license
 - High School Graduate or GED – college degree or certificate in municipal water and sewer operations field.
 - Highly organized, detail oriented professional.
 - Excellent verbal and written communication skills.
 - Excellent customer service skills
 - Skill in the use of a personal computer and the Microsoft Office suite of programs.
 - A clear criminal record, demonstrated history of financial stability, and a good reputation both in the community as a whole and in past employment situations.
 - Excellent interpersonal skills.
 - The ability to work well with others.
 - The ability to express ideas clearly and concisely, verbally and in writing.
- Desired:
 - Experience in municipal water and sewer operations.
 - Knowledge and experience in the area of public utility and municipal government.
 - A willingness to learn new things and to accept challenging new responsibilities.