

**TOWN OF ELKTON
WATER/WASTEWATER LICENSED OPERATOR
ELKTON WASTEWATER TREATMENT PLANT**

The Town of Elkton is currently accepting applications for the position of Water/Wastewater Licensed Operator at the Elkton Wastewater Treatment Plant. This is a full time position with a starting salary DOQ and experience. Applicant must possess a high school diploma or equivalent, minimum Class III Wastewater and Class IV Water license with at least two years of licensed operating experience. Must possess a valid VA driver's license and be computer literate with the ability to use Microsoft Office Excel and Word programs. Must also be physically capable of climbing/descending ladders, lifting a minimum of 50 pounds of weight, able to work in confined spaces and perform duties while wearing a self-contained breathing apparatus. Drug screening and physical are required as a condition of employment. Applications may be obtained online at www.elktonva.gov or at 173 W. Spotswood Avenue, Elkton, VA. Completed applications along with a resume' may be submitted to employment@townofelkton.com or returned to 173 W. Spotswood Avenue, Elkton, VA. Open until filled.

EOE/AA

JOB DESCRIPTION

JOB TITLE: OPERATOR/ WASTEWATER TREATMENT AND WATER SUPPLY

Responsibilities:

Operator is responsible for conducting, coordinating, executing and controlling the Town's wastewater treatment, pump stations water supply and storage.

Supervises and participates in the maintenance of the above installations.

Work is performed under the supervision of the Director of Public Works.

Exercised judgment in manpower assignments methods and work standards.

Major Duties:

1. Supervises and participated in the work of Town wastewater personnel assignments.
 2. Scheduled projects and daily work with the Director of Public Works.
 3. Responsible for completing work in accordance with established schedules.
 4. Keeps equipment under his jurisdiction in good operating order.
 5. Handles citizen complaints regarding water supply and waste treatment.
 6. Determines training needs of subordinates and provides training as required to maintain and upgrade skills.
 7. Enforces Town safety practices and procedures and provides instructions to personnel on safety inspections associated with their jobs.
 8. Provides weekly reports to the Public Works Director regarding maintenance problems and other plant issues.
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Required Knowledge, Skills and Abilities:

1. Possesses technical competence in water supply and wastewater treatment.
 2. The ability to troubleshoot and reach accurate conclusions.
 3. The ability keep accurate records of costs, progress, and work performed.
 4. The ability to understand and follow oral and written instructions.
 5. The ability to instruct others in the operation and maintenance of equipment.
 6. The ability to read, comprehend and use plans and specifications.
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Qualifications:

1. Position requires a minimum Class III wastewater and Class IV water operator's license as defined by the Commonwealth of Virginia.
2. Minimum high school diploma or GED.
3. Valid State of Virginia driver's license.