

**CITY OF ST. ALBANS
JOB DESCRIPTION
WASTEWATER TREATMENT FACILITY ASSISTANT OPERATOR**

FLSA Designation: Non-Exempt

Nature and Scope of Position

The assistant operator/maintenance of the City of St. Albans and the Northwest Correctional Center wastewater treatment facilities is responsible for all facility maintenance in addition to being an assistant operator. He/She functions under the direct supervision of the chief operator or a designated representative.

Duties and Responsibilities

The following are illustrative of duties and responsibilities associated with this position and are not to be all-inclusive.

Must be capable of performing all assistant operator functions as listed under the description in addition to those listed below:

Lubrication of equipment and checking for equipment malfunctions

Replacing packing and mechanical seals in pumps and valves

Servicing and replacing bearings in motors and other equipment

Install and start up new equipment

Cleaning out sludge pipes

Minor plumbing

Welding and cutting

Calibrate and repair meters and gauges

Set up and maintain a regular program of lubrication and replacement of critical parts (bearings)

Inspect and service mechanical and electrical control systems e.g. timers, level controllers, etc.