



# Town of Delmar

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Jeffrey Fleetwood  
Town Manager

**Job Title:** Wastewater Treatment Plant Operator  
**Department:** Wastewater Treatment Plant  
**Reports to:** Report directly to the Wastewater Treatment Plant Superintendent  
**FLSA Status:** Non-Exempt  
**Supervision Exercised:** None  
**Prepared By:** Administrative Assistant, Stephanie Alexis-Pacheco  
**Prepared Date:** 04/06/2026

## Schedule:

Mon. thru Fri. 7:00 a.m. - 3:30 p.m.

This position may require occasional overtime, including evenings or weekends, based on departmental needs.

## GENERAL RESPONSIBILITIES

Entry Level Position for the operation of the Town of Delmar Class 5A wastewater treatment plant, including preliminary treatment, primary treatment, chemical addition, sludge thickening, trickling secondary treatment, tertiary treatment, disinfection and aeration to control flow and to meet federal, state and local limits.

## ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Under the direction of a certified operator.

Monitor control panels and adjust valves manually to regulate flow of wastewater.

Observe variations in operating conditions and interpret meter and gauge readings and test results to enact operational changes to maximize efficiency.

Start and stop pumps and motors to control flow of raw wastewater, grease and sludge through plant processes.

Maintain log of operations and record meter and gauge readings.

Collect process samples, conduct laboratory tests and adjust related equipment to improve treatment.

Flush equipment and clean process areas.

Apprise supervisor of unusual or detrimental conditions including equipment malfunctions and process problems.

Update personal knowledge of equipment and process through resources, including articles,

directives, operations notes and by attending seminars and workshops.  
Observe all safety rules and process directives.  
Perform related work as required.  
Perform grounds maintenance.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices.
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including pickup truck, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, personal computer, phone and a variety of lab equipment.

## **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); with at least three year of experience in an industrial field or wastewater treatment field.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier and fax machine. Regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel or crouch; talk or hear and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job the employee regularly works near

moving mechanical parts and in outside weather conditions and toxic or caustic chemicals. The employee is frequently exposed to fumes or airborne particles and risk of electrical shock. The employee occasionally works in high precarious places. The noise level in the work environment is usually loud.

## **SPECIAL REQUIREMENTS**

A valid Class B driver's license with no points is required. An individual in this position is required to have a temporary class 5A Wastewater Treatment Operators license and must obtain a permanent class 5A Wastewater Treatment Operators license within three years.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.

The employee is exposed to raw sewage on a daily basis. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

Non-exempt.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.