



**Title:**  
*Wastewater Utility Worker*

**Level:**  
*1*

**FLSA Status:**  
*Non-exempt*

**Division:**  
*Wastewater*

**Department/Location:**  
*Wastewater Operations*

**Employment Status:**  
*Full Time*

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### **SUMMARY**

The Wastewater Utility Worker reports to the Director of Operations of the Wastewater Division. This position is expected to assist in all aspects of the operation as assigned by the Vice President and the Director. This position is primarily responsible for 1) monitoring and supporting the continual upkeep of the facility and 2) being the persistent resource for special projects as set forth by Wastewater Administration. This is a Monday through Friday 8-hour shift.

### **RESPONSIBILITIES**

- General plant and process equipment maintenance. This will include tank cleaning, snow removal, grease removal, pressure washing of equipment, preparing equipment for maintenance. (examples: Grit removal (thickener cleaning), staging of ladders and fall protection equipment, wash down hoses, sump pumps, etc.)
- Perform routine inspections to assure that floors, stairways, handrails, and work areas are kept neat and esthetically sound.
- Monitor and participate in special assignments targeted for the refurbishing of various WW facilities that would include sweeping, power washing, wire brushing, etc.
- Assist Operating staff members both at the plant and within the collection system on the minor routine maintenance on valves, gates, pumps, odor control systems, disinfection systems, constant and variable speed pumps and other associated equipment as required or as directed including confined space entries.
- Assist Operating staff members in preparing for NJDEP inspections.
- Assist Operating staff members on the collection of samples of wastewater or sludge for laboratory analysis and record sludge levels in various tanks.
- Assist all other operations or maintenance personnel as directed.
- Assist Operating staff members on the furnace cleanout duties including the use of respiratory protection.
- Assist Operating staff members on the removal of heavy ash clinkers out of incinerator through access doors.
- The Utility Worker is afforded the opportunity and is expected to learn other shift job responsibilities. This is accomplished by supervised "on the job training" as time permits. Apprentice is encouraged to attend wastewater, maintenance, laboratory and other professional development classes held by local Community Colleges and other professional organizations in order to prepare for advancement and the attainment of wastewater licenses.
- Assist Director of Operations and regulatory Compliance Specialist in continual upgrading of the Operations Management Program (OMP) included but not limited to the development and perfection of SOP's.
- Perform work safely at all times by observing all safety rules and regulations and by utilizing all available safety equipment.
- Comply with all provisions and requirements of the lockout/tag-out safety program prior to working on any potential energized device.
- The Utility Worker will be afforded the opportunity after successful instruction to obtain a commercial driver's license (CDL) , thus allowing to operate the roll off container truck, forklift and sewer cleaning jet truck. If obtained, the CDL must be maintained in good standing at all times and submit to random and accident-related drug and alcohol testing under Federal Regulations and ACUA Policy.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- HS Diploma or GED



# ACUA

Atlantic County Utilities Authority

## **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid New Jersey driver's license in good standing.
- Completion of Introductory Wastewater course with 1 year of hiring.
- Organizational skills.
- Ability to work with minimal supervision.
- Desire to accomplish long ranged assignments to enhance the image of the Authority.

## **PREFERRED QUALIFICATIONS**

- Available for overtime work, sometimes on short notice.
- Mechanical, electrical and instrumentation aptitude.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and other related applications.

## **PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:*

Must be able to qualify for respirator use. Constantly operates all equipment and/or machinery associated with this job. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Frequently moves about to inspect the grounds, buildings, property and/or equipment. Occasionally moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.