



# TOWN OF KITTERY

## Human Resources

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1332 | Fax: 207-439-6806

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– OPPORTUNITY –  
**Treatment Plant Operator**

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The Town of Kittery has an immediate opening for a Treatment Plant Operator. This position offers a full-time 35-hour work week, Monday through Friday from 7:00 a.m. to 2:30 p.m. The pay rate for this non-exempt, union position is \$27.60 per hour. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

The purpose of this position is to perform a variety of services necessary in the operation and maintenance of the collection system and treatment facility. This position reports to the Superintendent and/or the Chief Plant Operator. Duties include, but are not limited to: maintaining pumps, maintaining sewer lines, dewatering sludge, performing inspections, performing laboratory tests, providing general trades assistance, analyzing data to make operational changes, and performing additional tasks as assigned by the Superintendent.

### **Essential Duties and Responsibilities**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Tends pumps, conveyors, dewatering equipment, blowers, chlorinators, mixers, fine screens, and/or other equipment used to treat wastewater; observes gauges to determine lubrication of equipment; analyzes charts, flow meters, and the SCADA system to detect equipment malfunctions;
- Removes obstructions, such as coarse materials from bar-screens, to accelerate influent through initial screening process, scour tank walls and floors, enters confined spaces using OSHA approved methods to make repairs and remove debris;
- Maintains sewer lines throughout the town; lifts/raises manholes; provides general maintenance to plumbing, HVAC, electrical, and other trades, as needed; performs general maintenance on vehicles and other machinery, as necessary;
- Performs laboratory analyses as needed;
- Provides general landscaping, painting, snow removal, and other services, as needed;
- Utilizes various machines and equipment in the delivery of service, such as jet-rodders, generators, portable pumps, plow trucks, loaders, hand tools, drills, saws, plumbing tools, and electrical tools;
- Reviews and receives various reports, documents, and forms, including pump station flow charts, work records, daily lab data, maintenance records, inspection reports, vehicle records, and assorted logs;
- Must be on twenty-four (24) hour/day standby for emergencies on a rotating basis one week (seven consecutive days) at a time; Additional compensation is provided;
- Responds to adverse weather conditions and other emergencies when called to provide for the continued operation and protection of facilities;
- Follows employee, facility, and equipment safety procedures. Participates in training programs and activities and develops knowledge of proper facility and equipment.

### **Essential Knowledge, Experience, Skills and Abilities**

- High school diploma or GED required, with experience in maintenance, wastewater treatment, biology, environmental science, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position;
- Must possess or be able to obtain a State of Maine grade 2 wastewater operator's license and attend continual education and training to maintain wastewater license certification;
- Excellent verbal and writing skills; ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to interact with people (i.e., staff, public, and elected officials) beyond giving and /or receiving instructions;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical, and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to produce reports that are accurate and complete;
- Ability to use a computer and/or tablet to monitor the facility's SCADA system;
- Must possess appropriate driver's license.

### **Physical Requirements**

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, keyboard, printer, calculator, telephone, copy/scanner/facsimile machines, jet-rodder, generators, dewatering unit, plow truck, loader, hand tools, drills, saws, plumbing tools, and electrical tools;
- Must be able to move or carry job-related objects and materials up to 50 pounds;
- Must be physically capable of walking, crawling, crouching, stooping, kneeling, pushing, pulling, lifting, and carrying relatively heavy objects;
- Must be able to communicate through speech and in writing;
- Work is performed in an environment with regular exposure to a number of undesirable conditions: noise, dust, fumes, moving parts, electrical shock, burns, and toxic agents; Physical demand requirements are at levels of those for active physical work.

Please complete the application located on our website at [www.kitteryme.gov](http://www.kitteryme.gov) under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery  
Attn: Human Resources  
200 Rogers Road, Kittery, ME 03904  
[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.