



TOWN OF BERLIN JOB DESCRIPTION

Job Title: Wastewater Plant Operator I
Department: Wastewater
Reports To: Superintendent or Director
FLSA Status: Non-Exempt
Grade: 6
Prepared By: Human Resources Director, KJ
Date: August 2026

OBJECTIVE:

To aid in the operations and duties of the water, wastewater, and the stormwater departments as well as learning the technical and biological processes at work to be able to manipulate plant operations to meet state and federal regulations. Perform routine repair and preventative maintenance of pumps and equipment at the Wastewater Treatment Plant and lift stations.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

1. Inspects daily processes and documents all changes in processes and daily tasks.
2. Maintains inventory and coordinates re-ordering supplies as needed.
3. Collects and analyzes samples from all phases of treatment.
4. Mix and maintain chemicals as needed.
5. Maintain and adjust equipment such as pumps, metering devices, electrical panels, motors, blowers, chemical feeding systems to manipulate plant conditions.
6. Interpret and manipulate SCADA control system to ensure plant parameters.
7. Assist with maintaining wells and water quality.
8. Clean and maintain lift stations and service pumps as needed.
9. Adheres to all safety programs.
10. Attends and participates in professional training and workshops.
11. All other duties as assigned.

EDUCATION AND LICENSING:

Must possess a high school diploma or general education degree (GED). Must maintain a valid Driver's License with a good driving record; pre-employment and periodic review of Motor Vehicle Records are required. Class B Commercial Driver's License preferred. Priority will be given to candidates who possess either a Distribution and Collection license, 5A Wastewater, or a Class 2 Water license as determined by the Maryland Department of the Environment. Good math skills are a must. Must attain and maintain ATSSA flagger certification and CPR/AED certification. Must have knowledge in or an aptitude for mechanical, biological, or chemical processes.

JOB SKILLS, EXPERIENCE, AND KNOWLEDGE:

Must have in depth knowledge of water and sewer main construction, water meters, plumbing, and inspection. Must have a basic knowledge of plumbing codes and ability to interpret town codes. Must be willing to work within the parameters of MOSH regulations especially confined space and trench safety.

Must demonstrate the ability to perform tasks in a safe and efficient manner. Must demonstrated a high level of written and verbal skills and the ability to communicate well with co-workers and the public. Some experience in water, wastewater, or stormwater systems preferred but not necessary. Experience working closely with others and the public helpful. Some knowledge and experience with hand tools and construction is a plus. The ability to work as a team as well as individually is a must. Must be a motivated learner.

WORK CONDITIONS:

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment can be loud. Must be able and willing to respond to emergency calls. Must be willing to work weekends and holidays on a rotating basis. Must be able to work in adverse conditions to include but not limited to rain, snow, and storms, or submerged in wastewater or potable water.

PHYSICAL REQUIREMENTS:

The physical demands 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 essential functions.

While performing the duties of this job, the employee is regularly required to use their hands and arms to reach and feel, climb or balance, stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Employee will be subject to pre-employment, post-accident, random, and reasonable cause drug, and alcohol testing. Employee will be subject to a pre-employment background screening.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining knowledge and skills necessary to perform work required. Position is merit position as defined in Chapter VIII, Section C-8-5 of the Town Code. Position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to Superintendent and/or the Director.