

Town of Bethel Public Works
Full-Time Assistant Operator/Lab Technician
Wastewater Treatment Plant

The Town of Bethel is seeking applicants for a full-time Assistant Operator/Lab Technician. This position performs a variety of skilled and semi-skilled tasks necessary to ensure successful operation of the treatment facility, pumping stations and the collection system. This includes executing process control adjustments, following a preventative maintenance schedule, and assisting with the repair and replacement of equipment. We are seeking a person who has a strong work ethic, a team player, and who demonstrates excellent mechanic skills.

This position reports to the Chief Operator. The work week is Monday through Friday although the employee may need to work on the weekends occasionally. The Town offers a competitive wage and benefit package

Essential skills and knowledge include:

- Thorough knowledge of Microsoft Office, specifically Excel and Word and use of updated technology
- Familiarity with various chemicals and compounds used in wastewater treatment and knowledge of safe and appropriate handling techniques for their use
- Competence conducting safe sampling, analysis, quality assurance, and reporting procedures as appropriate for the laboratory
- Possess knowledge of wastewater treatment plant operations and ability to conduct laboratory activities in the plant environment

Must have and maintain a current valid driver's license and the ability to obtain the Wastewater License within 12 months of employment.

Qualified Candidates are invited to apply as follows:

Complete an application (located on the Town of Bethel website) and send **via e-mail** to

hrmeconsulting@maine.rr.com

or **via mail** to:

Office of the Town Manager
19 Main Street, P.O. Box 1660
Bethel, ME 04217

We will accept applications until the position is filled. Review of applications will begin October 4, 2021

The Town of Bethel is committed to diversity in its workforce.

We are an Equal Employment Opportunity employer.

**TOWN OF BETHEL
JOB DESCRIPTION
ASST. OPERATOR/LAB TECHNICIAN**

Job Title: Asst. Operator/Lab Technician **Classification:** Non-Exempt
Department: Wastewater **Other:**
Reports To: Chief Operator **Supervises:** None
Position Type: Full-time Monday through Friday, 40 hours per week. This position frequently requires weekend work and occasional over-time

GENERAL SUMMARY: The Operator/Lab Technician performs a variety of skilled and semi-skilled tasks necessary to ensure successful operation of the treatment facility, pumping stations and the collection system. This includes executing process control adjustments, following a preventative maintenance schedule, and assisting with the repair and replacement of equipment.

ESSENTIAL JOB FUNCTIONS:

- Collects, preserves, and transports samples of wastewater and sludge from various points in the wastewater treatment process and receiving waters;
- Ensures samples to be delivered to outside laboratories are properly preserved and documented;
- Performs daily laboratory analysis of wastewater and sludge for physical and chemical parameters, including, but not limited to temperature, pH, suspended solids, BOD, total solids, dissolved oxygen, and nutrients;
- Prepares written documentation and reporting of laboratory findings in accordance with permit requirements, and verifies accuracy of results;
- Uses personal computers and software to input data and generate reports and prepare laboratory forms;
- Uses wet chemistry techniques and basic instrumental analysis;
- Performs microbiological analysis of wastewater for coliform bacteria;
- Stocks and maintains necessary plant chemicals.
- Calibrates, adjusts, and makes minor repairs to laboratory equipment and instruments;
- Paints, cleans and maintains physical plant including pump stations, storage facilities, and grounds;
- Starts and stops pumps and motors to control and adjust flow and regulate treatment processes;
- Operates sludge processing equipment
- Maintains written and digital logs and bench sheets, enters data into computer spreadsheets, reads and records meter and gauge readings
- Inspects, monitors and maintains plant and pump station equipment (SCADA system) remotely and in person
- Cleans and maintains piping/systems and performs other plumbing and pipefitting tasks;
- Installs and sets up new equipment;
- Maintains departmental tools in good working order;
- Oversees and documents subcontractor maintenance on Town's collection system including manhole adjustments, cleaning, jet rodding, and other repairs
- Acquires current Safety Data Sheets (SDS) for all chemicals and substances associated with the plant
- Observes variation in equipment operation to predict necessary maintenance activities;
- Performs rotating weekend and holiday facility inspections and responds to emergency alarms;
- Assists in non-routine projects as assigned.
- Maintains regular, predictable and reliable attendance

- Maintains excellent communication and fosters a collaborative working environment with all employees as well as with the public
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town policies
- Performs other duties as related and assigned

KNOWLEDGE/SKILLS

- Thorough knowledge of Microsoft Office, specifically Excel and Word and use of updated technology
- Familiarity with various chemicals and compounds used in wastewater treatment and knowledge of safe and appropriate handling techniques for their use
- Competence conducting safe sampling, analysis, quality assurance, and reporting procedures as appropriate for the laboratory
- Possess knowledge of wastewater treatment plant operations and ability to conduct laboratory activities in the plant environment

ABILITY TO:

- Be a critical thinker
- Safely handle hazardous chemical and biological materials
- Establish safe and efficient laboratory practices and procedures
- Understand and follow safety rules, codes, and regulations pertaining to the work
- Maintain a clean, organized, and safe work environment
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Establish and maintain effective working relationships with co-workers and the public
- Attend any required or recommended training

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High school graduate or equivalent supplemented by one (1) year post-secondary college or technical training in biology, environmental science, chemistry or related field or;
- One (1) year of experience in a laboratory setting or;
- Any equivalent combination of education and experience totaling one (1) year

Licenses/Certifications:

- Current valid State of Maine Class C driver's license with a clean driving record
- Obtain Wastewater I License within 12 months of employment

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands and work environment 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.

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

Potentially hazardous conditions exist from chemical exposures and hazardous atmospheric conditions relating to flammables, oxygen depletion, and toxics in the collections systems and at the treatment plant. Must be able to perform physical tasks while wearing a respirator.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle,

feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk, talk or hear; sit, climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and / or move up to 70 lbs. with reasonable accommodations. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

TOOLS & EQUIPMENT USED:

Laboratory instruments including drying ovens, incubators, fume hoods, muffle furnaces, analytical balances, pipettes, pH meters, dissolved oxygen sensors, thermometers, burettes, spectrophotometers, vacuum pumps, hot plates, autoclaves, desiccators, hot plates, computers, tablets and other instruments essential to successful completion of job duties. Use of motor vehicles will be required.

The above is intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature:

Date:

TOWN OF BETHEL
PO BOX 1660 BETHEL, ME 04217
(207) 824-2669 * FAX (207) 824-3355

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____

Instructions to Applicants: (1) Type or print in ink. (2) Answer each question clearly and completely. (3) ALL statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

NAME: _____

(Please print)

ADDRESS: _____

MAILING ADDRESS (if different): _____

TELEPHONE #: (home) () _____ (cell): () _____

E-MAIL: _____

How did you hear about this opening?

Advertisement Friend/Relative Walk-in Other

Have you ever been employed by the Town of Bethel? Yes No

If yes, give the Department and dates: _____ From _____ To _____

Give the name and relationship of any present Town Employee related to you: _____

On what date would you be available to work? _____

Are you employed now? Yes No

May we contact your present employer? Yes No

EDUCATION AND TRAINING

Highest grade completed: _____ Name of School: _____ Location: _____

School Address: _____ Phone #: _____

Colleges or Universities attended	No. years attended	Major Subjects	Degree/Certificate
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Business, Trade or Correspondence Schools

Skills possessed: (i.e., computer, equipment operation, mechanical)

Special Licenses: (Check appropriate categories :)

ME Class #1 Driver's License #: _____ Class ___ License#: _____ Other: _____

List below, in order, the positions which you have held. Include any periods served in the Military. Show your present or most recent job first. Under "Description of Duties", list kind of work responsibilities, and the number of employees and kind of position supervised, if any. Use additional sheets if needed:

From: _____ To: _____ Title/Position: _____

Name and Address of Employer: _____ Phone#: _____

Description of Duties: _____

Name of Your Supervisor: _____ Number of Hours/Week: _____

Reason for leaving: _____

From: _____ To: _____ Title/Position: _____

Name and Address of Employer: _____ Phone#: _____

Description of Duties: _____

Name of Your Supervisor: _____ Number of Hours/Week: _____

Reason for leaving: _____

From: _____ To: _____ Title/Position: _____

Name and Address of Employer: _____ Phone#: _____

Description of Duties: _____

Name of Your Supervisor: _____ Number of Hours/Week: _____

Reason for leaving: _____

The Town of Bethel is an Equal Opportunity Employer. This statement of policy means the Town is committed to providing equal employment opportunity for the participation of all qualified persons in the job classifications without regard to race, color, sex, marital status, age, religion, national or ethnic origin, physical or mental disability, veteran status, sexual orientation, gender identification, or any other protected class under federal and/or state law.

Applicant's Certification and Agreement -PLEASE READ CAREFULLY.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant: _____

Date signed: _____