



101 West Street • Millersburg PA 17061 • 717-692-4711

www.millersburgwater.com

## Job Description of **Operator-in-Training**

### TERMS OF EMPLOYMENT:

- This is a full time hourly position that requires occasional weekend, holiday and on-call duties. There are instances when afterhours work and/or overtime will be necessary.

### RESPONSIBILITIES AND DUTIES:

- Assist certified operators with daily tasks required to operate and maintain the water and/or wastewater system
- Interact professionally with citizens, outside agencies and co-workers concerning questions, complaints, procedures, standards and specifications
- Perform certified operators duties, with use of SOPs, when operators are not available
- Meter reading, replacement and troubleshooting
- Leak detection
- Water/sewer main and service line repair/replacement
- Building and grounds maintenance/upkeep
- Plant and pumping stations operation and maintenance
- Record and analyze data
- Assess problems to come up with solutions and alternatives
- Any duties assigned by the Lead Operator and/or Manager

### SPECIAL QUALIFICATIONS:

- Vision and hearing must be adequate to perform the job duties listed above
- Minimum High School Graduate, or GED equivalent
- Must be able to work outdoors and in all weather conditions
- Must be able to use a variety of hand and power tools, auditory detection devices and lab equipment
- Must be able to lift and carry/push/pull a minimum of 75 pounds
- Must be able to use Microsoft Word, Excel and Arc GIS
- Must be able to work independently
- Must have a valid Pennsylvania Driver's license
- Operator-in-Training **must** obtain one of following Pennsylvania Operator Certifications within 4 years of employment, (*moving to Operator I*):
  - Water = B, E - 1, 7, 8, 9, 11
  - or
  - Wastewater = B, E - 1