

JOB DESCRIPTIONS

- 1. Superintendent/General Manager** is responsible for the overall operation of the utility and staff. Requires managerial, financial and technical skills. May require physical labor.
- 2. Assistant Superintendent/Asst. General Manager** assists the Superintendent/General Manager in the overall operation of the wastewater facility.
- 3. Chief Operator/Operations Manager** supervises the daily operation, repair and maintenance of the treatment facility and/or collection system. May include managerial, supervisory and financial responsibilities, and physical labor.
- 4. Foreman** is responsible for the supervision of work crews within the plant and/or in the field.
- 5. Operator 1** performs a variety of support work in the operation, repair and maintenance of the wastewater treatment facility.
- 6. Operator 2** performs a variety of skilled and semi-skilled technical work in the operation, repair and maintenance of the wastewater facility.
- 7. Equipment Operator** is responsible for operating heavy equipment.
- 8. Laborer** may operate equipment, repair and/or install sewer line, valves, manholes etc. May assist with other duties as directed.
- 9. Lab Manager/Technician** supervises staff in the collection and processing of samples. Performs lab analysis and record keeping.
- 10. Lab Technician** is responsible for sample collection and processing for the treatment facility operation.
- 11. Office Manager** supervises office staff. May be responsible for the financial operation of the facility.
- 12. Clerk/Administrative** duties include billing customers, managing accounts and processing payroll.