



Job Title

Water and Wastewater Operator-in-Training

Department

Water and Wastewater Operations

Reports To

Water Superintendent/ Wastewater Superintendent / Certified Operator in Responsible Charge (ORC)

Status

Full-Time, Non-Exempt

Position Summary

The Water and Wastewater Operator-in-Training assists in the operation, monitoring, maintenance, and repair of public water supply and wastewater treatment and collection systems in accordance with **Pennsylvania Department of Environmental Protection (PA DEP)** regulations. This position is designed for individuals seeking to obtain **PA DEP Water and/or Wastewater Operator Certification** and to progress toward independent operation under the supervision of the Water Superintendent/Wastewater Superintendent or the certified Operator in Responsible Charge (ORC).

Essential Duties and Responsibilities

Water System Operations

- Assist with the operation and maintenance of water treatment facilities, wells, pumps, storage tanks, and distribution systems
- Collect compliance and operational water samples and perform field testing (e.g., chlorine residual, turbidity, pH, temperature)
- Assist with hydrant flushing, valve exercising, meter reading, and leak detection

- Inspect water facilities and equipment and report operational or compliance concerns to the ORC
- Assist with minor repairs to mains, services, valves, hydrants, and appurtenances

Wastewater System Operations

- Assist with operation and maintenance of wastewater treatment facilities, pump stations, and collection systems
- Perform routine pump station inspections, cleaning, and preventive maintenance
- Assist with wastewater sampling, basic laboratory testing, and chain-of-custody procedures
- Respond to alarms, blockages, and system malfunctions under the direction of certified operators
- Assist with odor control, grit removal, screenings handling, and sludge-related activities as applicable

Compliance, Safety, and Recordkeeping

- Maintain accurate daily operational logs, laboratory records, maintenance records, and inspection reports as required by PA DEP
- Follow all Authority safety policies and regulatory requirements, including **confined space entry, lockout/tagout, and PPE**
- Assist in preparation for PA DEP inspections and audits
- Participate in emergency response activities and on-call rotation after appropriate training

MARGINAL FUNCTIONS:

- Assists the water and roads and facilities departments during times of need and / or emergencies
- Attends seminars and training in related fields as directed and/or to obtain as directed and maintain PADEP certification
- Drives trucks and heavy equipment as needed and for other departments during emergencies, such as snowstorms or floods.

Minimum Qualifications

- High school diploma or GED
- Valid Pennsylvania driver's license with acceptable driving record
- Ability to obtain **PA DEP Water and/or Wastewater Operator Certification** within required timeframes
- Ability to meet **PA DEP operator experience requirements** while employed
- Mechanical aptitude and willingness to learn treatment processes and regulatory requirements
- Ability to work outdoors in all weather conditions and perform physically demanding tasks

- Ability to lift 50 pounds
- Ability to work from ladders including climbing into confined spaces such as manholes and tanks

Certification Requirements

- Must obtain appropriate **PA DEP Water and/or Wastewater Operator Certification** (class and category based on facility classification) within Township-established timeframes
- Continuing education credits (CEUs) must be maintained in accordance with PA DEP regulations

Knowledge, Skills, and Abilities

- Understanding of, or ability to learn, PA DEP regulations governing public water supply and wastewater systems
- Ability to follow written standard operating procedures and regulatory guidance
- Strong attention to detail and regulatory compliance
- Ability to communicate effectively with supervisors, coworkers, and regulators
- Ability to perform basic math calculations related to treatment processes

Working Conditions

- Work is performed indoors and outdoors with exposure to weather, chemicals, noise, and wastewater
- Position may require evenings, weekends, holidays, and emergency response work
- Mandatory use of personal protective equipment

Compensation and Benefits

- Competitive entry-level salary based on experience
 - Full benefits package including health insurance and retirement plan
 - Paid training, certification, and continuing education support
 - Paid holidays, vacation, and sick leave
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