

Town of Mayodan

Job Description: Backup Operator in Responsible Charge (ORC)

Wastewater Treatment Plant

General Statement of Duties

Performs responsible technical and supervisory work assisting with the operation, maintenance, and regulatory compliance of the Town's wastewater treatment plant. Serves as the Backup Operator in Responsible Charge (ORC) and assumes ORC duties in the absence of the ORC to ensure continuous, compliant plant operations in accordance with all local, state, and federal regulations.

Distinguishing Features of the Class

An employee in this class supports the ORC in overseeing plant operations and ensures that wastewater treatment processes meet all North Carolina Department of Environmental Quality (NCDEQ) standards. The employee must be capable of independently operating the facility, troubleshooting issues, and making operational decisions when serving as acting ORC.

Essential Duties and Responsibilities

- Assists in the daily operation and monitoring of the wastewater treatment plant
- Serves as acting ORC in the absence of the ORC
- Monitors plant performance through sampling, testing, and laboratory analysis
- Maintains accurate operational logs and reports
- Adjusts plant processes as needed to maintain compliance
- Performs routine and preventative maintenance on equipment
- Identifies operational issues and implements corrective actions
- Assists with regulatory reporting
- Ensures compliance with safety procedures and OSHA standards
- Responds to emergencies and after-hours call-outs
- Assists with training of other personnel
- Coordinates with contractors and inspectors

Knowledge, Skills, and Abilities

- Knowledge of wastewater treatment processes and equipment
- Knowledge of environmental regulations
- Ability to troubleshoot mechanical/electrical systems
- Ability to interpret data and lab results
- Ability to maintain records and prepare reports

- Ability to make sound decisions
- Strong communication skills

Education and Experience

High school diploma or GED required. Experience in wastewater treatment preferred, or equivalent combination of education and experience.

Special Requirements

- Valid NC Wastewater Operator Certification (Grade 3 Biological or higher preferred)
- Valid NC driver's license
- Ability to obtain additional certifications as required

Physical Requirements

Ability to perform physical work including lifting, climbing, bending, and working in confined spaces. Ability to work outdoors and respond to emergencies.

Working Conditions

Exposure to mechanical hazards, chemicals, wastewater, odors, noise, and outdoor elements.

FLSA Status

Non-Exempt

Special Note

This job description is not intended to be all-inclusive. Employees may be required to perform other duties as assigned.