

**MIDDLESEX COUNTY UTILITIES AUTHORITY  
JOB OPENING**

JOB TITLE: Operator

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DEPARTMENT: Operations	DIVISION: Wastewater
LOCATION: CTP/as assigned	EXEMPT: No
SALARY LEVEL: N-4	SHIFT: Yes
REPORTS TO: Shift Supervisor	REVISED: 10/21/2022
OTHER REQUIREMENTS: Must be available for holiday, "call-in" and overtime work.	

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**SUMMARY:** Operate wastewater treatment, sludge processing, disinfection, and chemical and disposal equipment required to control the flow and processing of wastewater, sludge, and effluent by performing the following duties.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** Include the following and others as assigned.

Make regular and scheduled inspections of equipment and processes throughout assigned area.

Recognize, correct, or report potential interruption/failure of equipment or processes to the Shift Supervisor.

Read and monitor meters, gauges, and control panels at specified intervals to verify operating conditions; open, close, or adjust valves, gates, and other flow-control devices.

Take wastewater samples at prescribed intervals and perform basic sample analyses to determine processing requirements.

Observe variations in operating conditions and interpret meter and gauge readings to determine processing requirements.

Operate and adjust remote or manual controls to start and stop pumps, motors, and equipment to control flow and treatment processes.

Visually inspect equipment at periodic intervals to detect malfunctions or need for repair, adjustment, or lubrication.

Monitor and adjust chemical feeds and sludge dewatering presses to ensure consistent quality of sludge cake.

Visually check fluid levels and apparatus in settling tanks, sludge storage tanks and wet/dry wells.

Assist with taking tanks out of service for repairs, periodically clean tanks and equipment, and remove grit and sediment.

Perform assigned preventive maintenance and cleaning of equipment, work, and employee areas daily.

Record operation and maintenance actions as well as gauge and meter readings taken during shift in operator logbook and/or log sheets.

Assist in conducting on-the-job training of new operators as assigned.

When assigned to the Operations Desk, serves as the MCUA's Communications Officer / Telephone Operator for off-hours and weekends and monitors the CTP's operation via SCADA.

Comply with applicable safety and health policies and procedures.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** High School Diploma or General Equivalency Diploma (GED); one (1) year related experience and/or training in a wastewater, industrial treatment plant, or related industry; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general information, technical procedures, or governmental regulations. Ability to write reports and present information. Ability to communicate effectively including verbal communication.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**OTHER SKILLS and ABILITIES:** Knowledge of controls, operation and basic maintenance and repair of equipment and machinery involved in wastewater treatment such as pumps, motors, and electrical equipment. Knowledge of methods, principles, techniques, and practices of wastewater testing and treatment procedures. Basic understanding of influent flow volumes and ability to adjust equipment to control flows in adverse weather conditions. Ability to organize and carry out specific assignments. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine log reports.

**LICENSES:** Must possess a valid New Jersey Driver's License and meet Authority insurance requirements. Completion of Introduction to Water and Wastewater course upon award of position is preferred.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; have manual dexterity; reach with hands and arms; and smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and talk or hear. The employee must regularly lift and/or

move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able and willing to utilize appropriate respiratory and other safety equipment/PPE required in the performance of duties.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to wet and/or humid conditions, fumes, noxious odors, or airborne particles. The employee is frequently exposed to industrial strength chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually loud.

### **INSTRUCTIONS TO APPLY FOR THIS POSITION:**

Anyone interested in applying for this position should submit a current resume and a letter of interest explaining how the candidate meets the job requirements **to Human Resources Office, Central Administration Building, Room 124, Sayreville or to [mwwiater@mcua.com](mailto:mwwiater@mcua.com)**. Employees who are newly hired or accept a new position within the Authority, those who are promoted to a new job classification or have been transferred to a new assignment, and former employees who have been rehired, are classified as Conditional Employees for a period of six (6) months beginning with the first day on the new job. Employees are eligible to apply for a different position within the Authority after they have completed the 6 month period as a Conditional Employee. Any current employee who accepts and begins working in this position may not be able to return to their old position, or to any other position within the Authority, because of withdrawal or removal from, or inability to perform in this position. Qualified employees are encouraged to apply for posted positions as they occur. The MCUA is an Equal Opportunity Employer (EEO/AA).