

RVRSA POSITION AVAILABLE

Full Time Licensed Operator

The Rockaway Valley Regional Sewerage Authority located in Morris County is seeking an individual to fill the position of Licensed Operator, 3pm -11:30 pm Monday through Friday. Duties include monitoring the performance of the treatment plant processes and equipment, sampling and testing sewage samples, equipment maintenance and recordkeeping while working safely and efficiently. This position requires at least a high school diploma or equivalent; S-1 public wastewater license or able to obtain within 3 years of hire and a valid New Jersey driver's license. Hourly rate for Unlicensed Operator is \$27.42 plus \$1.00 per hour shift differential for the second shift. Benefits include medical, prescription, dental, Short Term Disability, NJ State pension, Flexible Spending and Dependent Care Accounts, paid time off and holidays.

Individuals will be assigned to one shift but will be assigned on an as needed basis to other shifts/divisions.

Send resume or inquiry to: ckopec@rvrsa.org

Please go to rvrsa.org to see the full Licensed Operator Job Description as well as a Benefits Overview.



RD#1, 99 Greenbank Road
Boonton NJ 07005-9602
(973) 263 1555/ Fax (973) 263 9068

Benefits Overview:

You will earn vacation time at the rate of one (1) day for each two (2) full months of service employment up to a maximum of six (6) days. For purposes of this section in the contract, the 'first calendar year of employment' shall be defined as January 1 through December 31 of the year in which the employee was hired. **After the first calendar year of employment two weeks of vacation is earned.**

Two (2) personal days are available to staff and are prorated for your first year of employment.

You will earn one (1) floating holiday upon hire.

Please understand that during your probationary period (first six (6) months of hire) vacation/sick time usage is not permitted; personal time may be used.

Sick leave will be provided in accordance with the IBT union contract. Per the contract, "During the first calendar year of employment, new hires will receive a pro-rated portion of ten annual sick days based on their date of hire within the calendar year, e.g., an employee hired on July 1 will receive five sick days in the first calendar year, and an employee hired on April 1 will receive 7.5 sick days ($9/12 \times 10$), provided, however, that new hires may not utilize any sick leave until after four months of employment except as verified by a doctor's note. Employees shall receive ten (10) sick days per year effective the first January 1 of their employment and every January thereafter while employed in a bargaining unit position. Each employee may bank up to twenty (20) sick days for use in case of extended disability or illness, defined as an illness or injury of more than ten (10) consecutive workdays' duration, to be utilized after the employee's regular annual allotment of ten (10) sick days has been exhausted. Banked sick days (and only banked sick days) shall be cashed out upon retirement to the extent permissible under New Jersey law."

It is mandatory that all RVRSA employees be enrolled in the State of New Jersey Public Employee Retirement System (PERS). The current payroll deduction is 7.5% of annual salary; this rate may change per the State of New Jersey.

The RVRSA currently participates in the State of New Jersey Health and Dental Benefit Plan. Public workers are required to pay for a portion of their health care benefit costs. You will be able to choose from a list of health insurance plans offered by the State. The dental premium is covered 100% by the RVRSA. There are other benefits available to you which will be reviewed during your orientation period with Human Resources.

You will be expected to follow all sections of the Rockaway Valley Regional Sewerage Authority Personnel Manual to include Ethical Conduct, Communication Media Policy as well as all anti-harassment policies. During your first day of employment, Human Resources will review many of our policies and provide you with a copy of the Personnel Manual. If you have any questions, please do not hesitate to contact Catherine Kopec, Human Resources & Safety Coordinator at (973) 868-1706 or ckopec@rvrsa.org.

JOB DESCRIPTION

EXPERIENCED UNLICENSED OPERATOR AND ENTRY LEVEL OPERATOR

RESPONSIBILITIES /DUTIES, GENERAL

Must comply with RVRSA's Personnel Policy Manual and safety rules
Must comply with supervisor instructions
Must perform tasks as assigned
Must possess a valid driver's license

SKILLS

Must be able to perform basic math calculations
Must have ability to use common tools
Must have ability to understand written and oral communications
Must have ability to speak, read and write in English

QUALIFICATIONS/EXPERIENCE REQUIRED

New Hires: None
Existing Unlicensed: Various years' experience

EDUCATIONAL BACKGROUND

High school diploma or equivalent

PHYSICAL REQUIREMENTS

Work is physically demanding with recurring visits to all areas of the treatment system. There is considerable walking, bending and climbing to get in and out of tanks, pump station wells or in obtaining samples above or below points of discharge.

Employees are expected to maintain their ability to perform all essential functions of the job, including those functions requiring physical exertion, with reasonable accommodation where appropriate.

Work in this position involves safety hazards. Employees will be assigned personal protective equipment, including but not limited to N-95 respirators, as needed. Use of the assigned personal protective equipment is an essential function of this job.

NEW HIRES

Must attend and pass Introduction to Water and Wastewater Courses

SUPERVISORY CONTROLS

Reports to Assistant Plant Manager or designee

ANALYSES AND MEASUREMENTS

Perform CI2 residuals, pH, % solids and settleable solids test
Perform dissolved oxygen and temperature readings
Perform sludge blanket readings
Check various process equipment and record necessary readings
Take chemical inventory readings
Take totalizer readings
Collect samples

RECORD KEEPING

Maintain dissolved oxygen, bar screen, grit removal, sludge waste, sludge production, pump station logs, pH and routine surveillance logs

Maintain check list on routine surveillance log including but not limited to all mechanical equipment: clarifiers, gravity drum thickeners, bar screens, generator fuel, blowers, odor control, RAS and WAS pumps and chemical feed equipment.

PROBLEM SOLVING

Understanding the function of all control panels and SCADA systems

Respond to plant and pump station alarms

Respond to metering chambers alarms

ESSENTIAL DUTIES

1. Flush scum beaches/hoppers/collectors
2. Remove floatables
3. Scrub and hose tanks
4. Remove debris & rags from weirs, and oxidation ditch channels, clarifier center wells & collectors, CCT skimmers channels
5. Remove rags from grates
6. Set up and observe composite sampler operations, reset as necessary, clean & maintain probes
7. Skim bi-sulfite mixing tanks
8. Receive all chemical deliveries
9. Observe and record all chemical feed pump operations
10. Rotate equipment and tanks
11. Operate Grit removal system
12. Operate service water system
13. Operate mechanical bar screens, collect and dispose debris from screens
14. Operate valves
15. Operate aerators
16. Operate VFD's
17. Operate RAS and WAS equipment
18. Operate Polymer feed system
19. Operate Rotating Drum Thickeners
20. Fill Sludge hauling truck
21. Operate, install and read flow meters and change charts/pens
22. Operate odor control
23. Collect Influent, Effluent, Oxidation Ditch and Sludge samples
24. Assist Maintenance division as needed
25. Assist Trunkline division as needed
26. Perform other tasks as assigned

Read and Understood by, Employee: _____ Date: _____

Received by, Supervisor: _____ Date: _____