



# Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860)-355-6031

## JOB CLASSIFICATION DESCRIPTION

**Job Title:** Receiving Technician/Operator 1

**Department:** Water Pollution Control Authority

Non-Union - Exempt

**Job Summary:** Under the direction of the Operations Manager and Chief Operator performs semi-skilled manual work assisting in the maintenance and operations at a complex class IV wastewater treatment plant and collections system. Assists and performs daily operation and maintenance in a wide variety of aspects of proper wastewater treatment.

**Supervision Received:** Receives direction from the Operations Manager and Chief Operator

**Supervision Exercised:** None

**Essential Job Functions:** These examples are intended only as illustrations of various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Operate Septic Receiving Station assuring septic haulers properly discharge and receive ticket, and provide customer service to haulers.
- Become familiar with the operation of pump stations, required maintenance and wet well cleaning.
- Manual labor, shoveling and plowing, mowing grass, housekeeping, and general building maintenance.
- Operate filter presses and related polymer equipment, portable generators, and pumps.
- Participates in on-call rotation providing emergency response to plant and pump stations, as well as CBYD mark-outs. Must be able to respond within 20 minutes of the call.
- Laboratory duties in absence of the Process Control Operator.
- Shipping and receiving.
- Cleaning, hosing, and preventative maintenance of equipment.
- Performs related duties as required that are necessary and appropriate.

**Knowledge, Skills and Abilities:**

- Must be highly motivated and work well within a team environment
- Knowledge and ability of working safely and responsibly with use of proper personal protective equipment.
- Establish and maintain effective working relationships with peers, supervisors, contractors, and vendors.
- Understand and follow oral and written instructions.

**Education, Training and Experience:**

- Graduation from high school or certification of having passed the General Educational Development (GED) certification examination.
- Must possess and maintain CT DEEP Class I wastewater treatment operator certification within 24 months of hire date, and work toward obtaining Class 2 wastewater certification within 3 years, and Class 3 within 5 years.
- Possession of a valid driver’s license.
- Veterans preferred
- Electrical knowledge is a plus

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception				X				
Standing				X	Color Distinction				X				
Walking				X	Peripheral Vision				X				
Sitting		X			Driving		X						
Lifting		X			<b>Physical Strength:</b>								
Carrying		X			Little Physical Effort (-10 lbs.)			X					
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes			X					
Reaching			X		Wetness		X						
Handling			X		Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals			X					
Feeling			X		Exposure to Gases and Fumes			X					
Talking			X		Exposure to Unpleasant Odors			X					
Hearing				X	Exposure to bodily fluids			X					
Repetitive Motion			X		Exposure to dampness			X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area			X					
Visual Acuity/Near				X	Mechanical Hazards			X					
Visual Acuity/Far				X	Physical danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

**Revised on 7/19/2024**