



## Town of Clayton Senior Wastewater Treatment Operator

SALARY	\$26.69 - \$33.33 Hourly \$55,518.00 - \$69,335.00 Annually	LOCATION	Clayton, NC
JOB TYPE	Full-time	JOB NUMBER	24-00711
DEPARTMENT	Water Resources	DIVISION	Water Sewer Wastewater Treatment Plant
OPENING DATE	12/04/2024	CLOSING DATE	Continuous
HIRING PAY RANGE UP TO:	\$69,335.00		

---

### Description

- \* Salary Grade SG306\* \* Recruitment Range: \$55,518.00 - \$69,335.00\*
- \*\* Salary offered will be determined based on directly related experience \*\*
- \* Work Location is 653 Veterans Pkwy., Clayton, NC (Johnston County) \*

**\*\*\*This is a continuous posting and applications will be processed as they are received.\*\*\***

The Town of Clayton is seeking applicants for a **Senior Wastewater Treatment Operator** for the **Water Resources Department, Water Sewer Wastewater Treatment Plant**. The Town of Clayton employs more than 340 full-time staff in areas including police, fire, and electric utilities. The Town of Clayton also offers a range of PT positions including positions in Parks & Rec, Library, and Cultural Arts.

The Town of Clayton is the fastest growing town in Johnston County, which is the fastest growing county in the State of North Carolina. The vision for the Town of Clayton includes a thriving town where growth contributes to the quality of life enjoyed by long-time residents and newcomers alike; easy access but with an atmosphere that feels smaller than it is; a system of parks and greenways that connect people and places; neighborhoods with a variety of quality living options; a town that offers opportunities for people to live, create, shop and eat; a bustling and historic downtown, and businesses that are successful, growing, and investing in the community.

### Duties & Responsibilities

The Senior Wastewater Treatment Plant Operator performs advanced-level duties in the operation, maintenance, and monitoring of a wastewater treatment facility. This position leads and participates in day-to-day plant activities, ensuring compliance with federal, state, and local environmental regulations. The Senior Operator serves as a technical resource and may act in a lead or supervisory capacity during the absence of the Supervisor and Superintendent.

This position is subject 24-Hour, 365 Days/Year Operation with 12 Hour Day Shifts and Night Shifts. Employees in this position will be **DAY SHIFT (7am-7pm) or Night Shift (7pm-7am)**, 2-2-3 schedule.

This position is classified as Service Critical.

- Performs routine plant rounds throughout the assigned shift (day or night).
- Operate and monitor wastewater treatment plant systems including pumps, valves, chemical feeders, digesters, clarifiers, and disinfection equipment.
- Adjust process controls to maintain compliance with permit requirements and optimize plant performance.
- Collect and analyze water and sludge samples; interpret results and make process control adjustments.
- Maintain detailed operational logs, reports, and records required by regulatory agencies.
- Perform preventative, predictive and corrective maintenance on equipment and instrumentation.
- Ensure proper handling and disposal of biosolids and chemicals.
- Train and mentor new operators and maintenance staff.
- Respond to alarms, emergencies, and after-hours issues as needed.
- Coordinate with contractors, engineers, and inspectors during repairs, upgrades, or expansions.
- Follow all safety procedures and environmental regulations.
- Serve as Backup Operator-in responsible Charge (BORC) for the treatment facility.
- Conducts electrical and mechanical troubleshooting and repairs on equipment.
- Reviews schematics and model data.
- Prepares Federal, State, and Local reports.
- Performs other duties as assigned.
- Performs Plant Check successfully with no supervision and troubleshoots operations or maintenance if need be.
- Perform On-Call Duties (Respond to Call Backs, Plant Check, Alarm Testing, Drinking Water Samples, writing in Logbook, etc.) Fills in for vacant shifts in the event the plant is short staffed.

## Special Requirements, Education & Experience

- Extensive knowledge of the Towns current workorder system, creating, submitting, and completing workorders.
- Considerable knowledge of hydraulic, chemical, and mechanical principles pertinent to water reclamation plant operations
- Extensive knowledge of the National Pollutant Discharge Elimination System (NPDES) permit and it's requirements.
- Advanced knowledge of preventative and predictive maintenance, troubleshooting repair and replacement of equipment, and electrical work of PLCs and SCADA.
- Advanced knowledge of Water Reclamation Facility Permits, knows Parameter Limits for Compliance, assists with sampling.
- Advanced knowledge of Safety Protocols: SDS, supervises Confined Space entry, supervises Lock Out Tag Out, PPE, Lead safety meetings.
- Ensure duties of Operators I, II, and III are completed.
- Advanced knowledge of Laboratory Process Control, coordinates with Lab staff for supplies, moderate knowledge of microorganisms, assists with sampling and lab duties, as needed.

- Knowledge of the operating characteristics and maintenance requirement of water reclamation facilities
- Knowledge of state, federal, and local laws, regulations, and practices related to water and water reclamation and discharge.
- The ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures
- The ability to prepare laboratory reagents and assemble laboratory apparatus for chemical and biological analysis
- The ability to read and interpret state and federal regulations related to wastewater treatment.
- The ability to read and interpret technical federal guidelines on treatment procedures and tests

## EDUCATION & EXPERIENCE

- High School Diploma or GED
- NC Grade 3 Biological Wastewater Certification  
Land Application Certification or Maintenance Tech grade 3 certification

OR

Depending on the position, the Town may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**\*SUBMIT OFFICIAL APPLICATION USING THE TOWN'S CAREER WEBSITE\***

<https://www.townofclaytonnc.org/>

***\*\*\*This is a continuous posting and applications will be processed as they are received.\*\*\****

If you have technical issues submitting your application, please call the NEOGOV (governmentjobs.com) Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Human Resources Office. If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. To check the status of your application, please log on to your NEOGOV account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application. Normal processing time for applications is 30-45 days from the closing date of the posting.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders. Degrees must be accredited by the U.S. Department of Education. Transcripts and degree evaluations may be uploaded with your application. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resume's on the on-line application) WILL NOT be used for screening for qualifying credit. "See Resume" or "See Attachment" WILL NOT be accepted in lieu of completing an on-line application form. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time."

Applicants may be subject to a criminal background check. Credit and motor checks are required for some administrative, finance and operational positions. Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screen once they are verbally given a conditional offer of employment. Depending on the position, employees may be subject to random drug and alcohol screens throughout their employment. Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).

Town of Clayton employees enjoy many benefits including a retirement pension plan, 401K membership, Paid Vacation, Sick and Holiday Leave, State Health Plan, and various other benefits. Benefits information can be found by going directly to the Town of Clayton website at: <https://www.townofclaytonnc.org/251/Benefits>.

When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The Town of Clayton is an Equal Opportunity Employer. Hiring salary will not exceed hiring pay range unless approved by the Town Manager.

**Applications may be reviewed to determine if applicants education and experience is more applicable to other vacant positions within the Town.**

---

**Employer**

Town of Clayton

**Address**

111 E Second St.  
PO Box 879  
Clayton, North Carolina, 27520-2459

**Phone**

919-553-5002

**Website**

<http://townofclaytonnc.org>

## Senior Wastewater Treatment Operator Supplemental Questionnaire

### \*QUESTION 1

Are you willing to work a rotating on-call schedule?

- ☐ Yes  
☐ No

### \*QUESTION 2

Are you willing to work Days, Nights, Weekends, Holidays, etc.?

- ☐ Yes  
☐ No

### \*QUESTION 3

Are you able to respond to an On-Call situation within 1 Hour?

- ☐ Yes  
☐ No

### \*QUESTION 4

Are you willing to sign as Back Up ORC w/duties required by DEQ?

- ☐ Yes  
☐ No

### \*QUESTION 5

Are you willing to accept the position if offered at the recruiting salary pay range \$55,518.00 - \$69,335.00?

- ☐ Yes

☐ No

\* Required Question