POSITION ANNOUNCEMENT & DESCRIPTION

Office of the Town Manager · 100 Patrick Avenue, PO Box 422, Stuart, VA 24171 · (276) 694-3811

Position Title	Wastewater Treatment Plant Operator / Operator-in-Training (Evening Shift)
Classification	Full-Time, Hourly (FLSA Non-Exempt)
Reports To	WWTP Manager / Chief Operator
Department	Wastewater Treatment Plant (Sewer)
Work Location	Stuart Wastewater Treatment Plant, 709 Commerce Street, Stuart
Schedule	Monday–Friday, 3:00–11:00 p.m.; about one weekend a month, 7:00 a.m.–4:00 p.m.; holidays shared among plant staff
Starting Pay	$18.00 – $20.00 per hour (Operator-in-Training), based on experience; higher for licensed operators
Applications	**Reviewed as received; selection begins immediately; open until filled**
Date Posted	October 28, 2026

POSITION SUMMARY

The Wastewater Treatment Plant Operator runs the Town of Stuart's 0.60 million-gallon-per-day treatment plant on the evening shift: monitoring and adjusting treatment, sampling and testing, maintaining equipment, and keeping the records that show permit compliance. The plant is an extended-aeration activated sludge facility that treats wastewater from homes, businesses, and industries in and around Stuart under a Virginia Pollutant Discharge Elimination System (VPDES) permit issued by the Department of Environmental Quality (DEQ). The evening shift calls for someone who can work safely and independently, follow established procedures, and recognize when a condition needs the licensed operator's attention. Licensed operators and applicants willing to train for a license are both encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plant Operations

- Make scheduled rounds of the plant; read and record meters, gauges, and instruments; and monitor the SCADA system, control panels, and alarms.
- Operate and adjust pumps, blowers, valves, screening and grit equipment, clarifiers, and disinfection systems to maintain treatment, following the plant's operating procedures and the direction of the licensed operator.
- Monitor the activated sludge and solids-handling processes and make process adjustments as directed.
- Respond to alarms, equipment failures, high flows, and other upsets, including after-hours call-outs; take first corrective action and notify the licensed operator or supervisor as required.

Sampling, Laboratory & Records

- Collect influent, effluent, and process samples on schedule using proper sampling, preservation, and chain-of-custody procedures.
- Perform process-control and permit-compliance tests (such as pH, dissolved oxygen, chlorine residual, temperature, and settleable solids) following the procedures of the plant's accredited laboratory.
- Record operating data, test results, and maintenance accurately in shift logs, bench sheets, and electronic records that support the plant's monthly discharge monitoring reports.

Maintenance & Facilities

- Perform routine preventive maintenance on plant equipment, including lubrication, cleaning, adjustment, and replacement of filters and wear parts.
- Assist with mechanical and electrical repairs, and report equipment problems promptly.
- Keep buildings, equipment, and grounds clean and orderly, including housekeeping, mowing, and snow and ice removal.

Safety & Compliance

- Handle and feed treatment chemicals safely, including chlorine gas for disinfection and sulfur dioxide gas for dechlorination, and change the chlorine and sulfur dioxide cylinders.
- Follow Town safety procedures, including confined space entry, lockout/tagout, chemical handling, and use of personal protective equipment (PPE).
- Report spills, overflows, bypasses, and unusual conditions immediately so the Town can meet its DEQ reporting deadlines.

Other Duties

- Assist with the Town's sewer collection system and other Public Works operations as assigned.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Valid driver's license, maintained throughout employment, and an acceptable driving record.
- Mechanical aptitude and the ability to perform the basic math used in treatment plant operation.
- Ability to keep accurate, legible records and to use a computer and the plant's SCADA system.
- Ability to work the schedule above, including weekends, shared holidays, and after-hours call-outs.
- Working knowledge of, or the ability to learn, wastewater treatment processes, equipment, laboratory procedures, and safety practices.
- Ability to communicate clearly and courteously with supervisors, coworkers, regulators, and the public.

LICENSURE AND TRAINING

- **Operator-in-Training:** must obtain a Virginia Class 4 Wastewater Works Operator license within 12 months of hire and a Class 3 license within 24 months of hire, and continue toward Class 2. Failure to obtain a required license on schedule may result in termination.
- The Town pays for approved operator training courses, the Department of Professional and Occupational Regulation (DPOR) license application fee, and the first attempt at each license examination.

PREFERRED QUALIFICATIONS

- A current Virginia Wastewater Works Operator license (Class 4 or higher), or experience at a wastewater or water treatment plant.
- Experience in mechanical, electrical, or industrial maintenance, or in laboratory work.

CONDITIONS OF EMPLOYMENT

- This position is designated essential personnel and must report for duty during emergencies and weather closures.
- The selected applicant will be subject to a criminal background check, a driving-record check, and a pre-employment drug screen.
- New employees serve a six-month introductory period. Employment with the Town of Stuart is at-will.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work is performed indoors and outdoors in all weather, around operating machinery, noise, odors, wastewater, and biological and chemical hazards.
- Requires lifting and carrying up to 50 pounds; climbing stairs and ladders; bending, stooping, and kneeling; and working at heights and in confined spaces.
- Requires wearing a respirator when changing chlorine and sulfur dioxide gas cylinders, after a medical evaluation and fit test arranged by the Town.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

COMPENSATION AND BENEFITS

- Overtime at time-and-one-half for hours worked over 40 in a workweek; holiday pay plus time-and-one-half for hours worked on an observed holiday.
- Town-paid health insurance — the Town pays 100% of the premium for employee-only coverage, beginning the first of the month after 30 days of employment.
- Virginia Retirement System (VRS) membership.
- Twelve (12) paid holidays, plus paid annual (vacation) and sick leave.

THE APPLICATION PACKAGE

A complete application package includes:

1. A completed **Town of Stuart employment application** (required) — available at the Town Office or online at www.stuartva.org.
2. **Three (3) work or professional references**, with name, relationship, and current phone number (a separate sheet is fine).
3. A copy of any **wastewater or water operator license or related certificate** you hold.
4. A **resume** (optional, but encouraged).

How to Submit

- **Email:** information@stuartva.org · **Questions:** (276) 694-3811
- **Mail or in person:** Town Manager, PO Box 422, 100 Patrick Avenue, Stuart, VA 24171
- **Current Town employees** may apply by submitting a letter of interest to the Town Manager.

SELECTION PROCESS

Selection begins immediately: applications are reviewed as they are received and accepted until the position is filled. Applicants selected for further consideration will be contacted for an interview, which may include a tour of the treatment plant.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Stuart is an Equal Opportunity Employer. The Town provides equal employment opportunities to all qualified persons without regard to race, color, religion, national origin, sex, pregnancy, age, marital status, disability, sexual orientation, gender identity, genetic information, military or veteran status, or any other characteristic protected by applicable law.

APPLICATION FOR EMPLOYMENT

The Town of Stuart, VA is an equal opportunity employer. The Town must comply with all applicable Federal, State, and Local laws concerning discrimination in employment. No question on this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

Position Applying for: WWTP Operator (Evening Shift) Date: _____

Name: _____ Pref. Name _____

Address: _____ City, State: _____

Phone: _____ Cell: _____ Email: _____

Have you ever been employed by the Town of Stuart? _____

Are you legally eligible for employment in this country? _____

What date are you available for work? _____

Type of employment desired? (Full-time or Part-time) _____

Have you ever been convicted of a crime, excluding minor traffic violations? _____

If yes, please explain _____

*Conviction of a crime does not automatically disqualify employment by the Town of Stuart

Driver's License No. : _____ State: _____

**A valid driver's license is required for employment by the Town of Stuart

Most Recent Work Experience

Employer: _____ Dates Employed: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ Phone: _____

_____ Salary/ HrlyRate: _____

Nature of Work / Responsibilities: _____

_____

Reason for Leaving: _____

Past Work Experience

Employer: _____ Dates Employed: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ Phone: _____

_____

Nature of Work / Responsibilities: _____

_____

Reason for Leaving: _____

Additional Work Experience

Employer: _____ Dates Employed: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ Phone: _____

_____

Nature of Work / Responsibilities: _____

_____

Reason for Leaving: _____

Skills and Qualifications

Please summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying:

_____

_____

_____

_____

_____

Record of Education

High School: _____ Graduation Date: _____

Degree / Focus of Study: _____

College: _____ Graduation Date: _____

Degree / Focus of Study: _____

Trade or Other: _____ Graduation Date: _____

Degree / Focus of Study: _____

Applicant Statement

To be completed by all applicants – Please read carefully before signing.

I certify that the information contained in this application and any resume I have provided is correct and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions in this application or any supplement to it may be grounds for rejecting my application or terminating my employment.

I authorize the employer to obtain pertinent information about my employment history and qualifications from former employers and others, and I release all parties providing or requesting such information from any liability that may arise from truthful disclosures in connection with such investigations.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as required by law. I acknowledge that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary, and that any such assurances must be in writing and signed by an authorized officer.

I understand that it is the Town's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodations as required by the Americans with Disabilities Act (ADA).

I authorize any state, local, or federal agency having custody of information concerning my criminal history and/or driving record to release such information to the Town of Stuart, Virginia, provided that the information is job-related and consistent with applicable law. I understand that any criminal history information obtained will be used only for lawful employment purposes and will not automatically disqualify me from consideration for employment.

I understand that if I am hired, I must comply with the Town of Stuart's no-drug and drug testing policy. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

By signing below, I acknowledge that I have read and agree to the provisions set forth above.

Applicant Signature: _____ **Date**: _____