

**BEDFORD COUNTY PUBLIC SERVICE AUTHORITY**  
**OPERATING POLICY MANUAL**

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Chapter: Operations  
Document Number: 11.00  
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Issue (Effective) Date: January 20, 2009  
Approval Date: January 20, 2009  
Approved By: Executive Director

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**OPERATIONS - DUTIES AND RESPONSIBILITIES**

**Section 1. PURPOSE**

This policy is to list some of the duties and responsibilities of the Operations Department of the Bedford County Public Service Authority (“Authority”); other duties and responsibilities may be assigned by the Operations Manager.

**Section 2. POLICY**

All Operations personnel will be subject to the requirement of the job description provided for the position that they hold. In addition, it should be noted that all Operators are subject to working in either water or wastewater depending on the need and direction of the Operations Manager. All Operators must be willing and able to assume duties in water or wastewater as needed and must be willing to work schedules as set forth by the Operations Manager. Periodically, Operators’ primary jobs may be rotated or changed as needed for coverage or to keep Operators up to date on different operations.

**Section 3. ASSIGNED DUTIES**

**A. Water and Wastewater Operator Trainee:**

1. Complete and record daily operational test.
2. Collect and deliver all samples as required.
3. Do all maintenance as instructed and maintain files for each location to assure adequate preventative maintenance is performed on equipment.
4. Complete all necessary monthly reports in a timely manner to allow Operations Manager adequate time to review, complete, and mail to appropriate Federal and State Agencies.
5. Maintain daily bench sheets on all testing, calibrations, chemical additions, and maintenance performed.
6. Keep all buildings and grounds cleaned and neat in appearance.
7. Remove weeds and sludge from drying beds and/or operate sludge presses as needed.
8. Observe and practice all standard safety practices.
9. Flush water lines in all systems on a rotating schedule.
10. Keep vehicle clean and well maintained.
11. Assist technicians in maintenance, installations, and emergency repairs when necessary.
12. Other duties and responsibilities as assigned by Operations Manager.
13. Must obtain licensure within 18 months of employment.

**B. Water and Wastewater Operator:**

1. Complete and record daily operational test.
2. Collect and deliver all samples as required.
3. Do all maintenance as instructed and maintain files for each location to assure adequate preventative maintenance is performed on equipment.
4. Complete all necessary monthly reports in a timely manner to allow Operations Manager adequate time to review, complete, and mail to appropriate Federal and State Agencies.
5. Maintain daily bench sheets on all testing, calibrations, chemical additions, and maintenance performed.
6. Keep all buildings and grounds cleaned and neat in appearance.

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7. Remove weeds and sludge from drying beds.
8. Observe and practice all standard safety practices.
9. Flush water lines in all systems on a rotating schedule.
10. Keep vehicle clean and well maintained.
11. Assist technicians in maintenance, installations, and emergency repairs when necessary.
12. Other duties and responsibilities as assigned by Operations Manager.

**C. Lead Water and Wastewater Operator:**

1. Will serve as lead position for other operators at that facility.
2. Coordinate all plant operational changes with Operations Manager.
3. Complete and record daily operational test.
4. Collect and deliver all samples as required.
5. Do all maintenance as instructed and maintain files for each location to assure adequate preventative maintenance is performed on equipment.
6. Complete all necessary monthly reports in a timely manner to allow Operations Manager adequate time to review, complete, and mail to appropriate Federal and State Agencies.
7. Maintain daily bench sheets on all testing, calibrations, chemical additions, and maintenance performed.
8. Keep all buildings and grounds cleaned and neat in appearance.
9. Remove weeds and sludge from drying beds and /or operate sludge presses as needed.
10. Observe and practice all standard safety practices.
11. Flush water lines in all systems on a rotating schedule.
12. Keep vehicle clean and well maintained.
13. Assist technicians in maintenance, installations, and emergency repairs when necessary.
14. Other duties and responsibilities as assigned by Operations Manager.

**D. Operations Assistant:**

1. Conduct sampling and information gathering associated with sampling as required for regulatory compliance purposes.
2. Manager Authority parts inventory and taking care of deliveries. This may include unloading deliveries.
3. Fill in as necessary in field as Water and Wastewater Operator.
4. Help in light duties in Maintenance when necessary.
5. Assist Operations Manager in organizing payment vouchers and billings.
6. Performs other duties and responsibilities as assigned by the Operations Manager.

**E. Operations Manager:**

1. Supervise employees responsible for operation of Authority facilities.
2. Coordinate work schedules with directives generated by Authority office.
3. Assist the Customer Service Department, when requested, to investigate customer complaints.
4. Coordinate the purchase of supplies necessary to complete department tasks.
5. Oversee the collection of water and wastewater samples as required for regulatory compliance purposes.
6. Assist the Executive Director with planning for the Authority.
7. Monitor the operation of Authority facilities to insure compliance with maintenance and operation standards and applicable Local, State, and Federal regulations.

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8. Responsible for the hiring and termination of all employees in the Operations Department with the assistance of the Executive Director.
9. Perform routine evaluation of all employees in the Operations Department.
10. Perform other tasks as assigned by the Executive Director.

**Section 4. REVISIONS**

- A. This policy was approved and adopted by the Authority's Executive Director on January 20, 2009.