

Job Title: Wastewater Operator

Location: Woodstock, Vermont

Job Type: Full-Time

Salary: Based on experience, salary range \$22.00-\$30.00 per hour

Reports To: Chief Wastewater Operator

General Purpose

The Municipality of Woodstock is actively recruiting a Wastewater Operator for the Woodstock Wastewater Department. We welcome your inquiries and encourage you to apply.

Benefits of working for the Municipality of Woodstock include:

- Culture of public service and a commitment to work/life balance.
- Competitive wages.
- Health, Dental, and Vision Insurance (FY25 the Municipality pays 93% of the cost of Health insurance and 100% of other insurance premiums for employee and their family).
- Vermont Municipal Employees Retirement System (VMERS) - includes employer and employee contributions.
- 10 days of paid vacation earned per year (starting).
- 15 days of paid sick leave earned per year (starting).
- 12 paid holidays per year.
- Two paid personal days per year (16 hours).
- The Municipality provides short term disability, long term disability, life, and AD & D insurances to eligible employees.
- Bereavement leave.
- Wellness Benefit - The Municipality pays 75% of an employee's membership to the Woodstock Recreation Center's Fitness Center or Woodstock Athletic Club bought each quarter.
- Employee Development – The municipality encourages employees to continue their education and currently offers a reimbursement program for 100% of the direct costs of the course or program that an employee is enrolled in.

APPLY BY: Submit your resume and cover letter by the Priority Deadline, Friday, July 31, 2026. Review of applications will occur on a rolling basis. This recruitment will remain open until filled.

For assistance with application process, please contact Stephanie Appelfeller, Chief of Staff at 802-356-2117 or email sappelfeller@townofwoodstock.org.

Job Overview:

The Wastewater Operator is responsible for the safe, efficient, and compliant operation of the municipal wastewater treatment facility and collection system. This position helps ensure the protection of public health and the environment by monitoring treatment processes, maintaining equipment, performing laboratory testing, and responding to operational issues.

This is an exciting time to join the Town of Woodstock. Over the next several years, the Town will be constructing a new state-of-the-art wastewater treatment facility, providing a unique opportunity to be part of a once-in-a-generation infrastructure project. The successful candidate will have the chance to contribute to the transition from the existing plant to the new facility, gain experience with modern treatment technologies, and play a key role in shaping the future of Woodstock's wastewater operations.

The ideal candidate is dependable, safety-conscious, eager to learn, and committed to regulatory compliance and high-quality public service.

Essential Duties and Responsibilities

- Operate and monitor wastewater treatment plant equipment, pumps, motors, valves, and control systems.
- Collect and analyze wastewater samples and perform routine laboratory testing in accordance with state and federal regulations.
- Monitor plant performance through SCADA and other control systems, making operational adjustments as needed.
- Maintain accurate operational logs, laboratory records, maintenance reports, and regulatory documentation.
- Perform preventive maintenance and minor repairs on treatment equipment, pumps, generators, and related systems.
- Inspect and maintain wastewater collection system components, including lift stations, manholes, and sewer lines.
- Assist with troubleshooting mechanical, electrical, and process issues.
- Respond to emergency callouts, alarms, and weather-related events as required.
- Maintain facility grounds and buildings to ensure a clean, safe, and professional work environment.
- Follow all safety procedures, including confined space entry, lockout/tagout, chemical handling, and personal protective equipment (PPE) requirements.
- Participate in on-call rotations, weekend, holiday, and overtime assignments as needed.
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalent required.
- Grade 2 Vermont Wastewater Operator Certification preferred or the ability to obtain certification within 2 years.
- Experience in wastewater treatment, water treatment, public works, or a related field is preferred.
- Class B CDL/with tanker endorsement, or ability to obtain it within 2 years of hire.
- Mechanical aptitude and the ability to operate and maintain equipment.

- Basic computer skills, including Microsoft Office and data entry.
- Ability to read technical manuals, interpret laboratory results, and follow written procedures.
- Valid driver's license with a satisfactory driving record.

Knowledge, Skills, and Abilities

- Understanding of wastewater treatment processes and regulatory compliance.
- Strong problem-solving and troubleshooting skills.
- Ability to work independently and as part of a team.
- Effective communication and organizational skills.
- Commitment to workplace safety and environmental stewardship.

Physical Requirements

This position requires frequent standing, walking, bending, climbing stairs and ladders, lifting up to 50 pounds, and working in confined spaces and outdoor environments under varying weather conditions. The employee may be exposed to wastewater, chemicals, machinery, noise, and biological hazards. Appropriate safety equipment and training are provided.

Job Details

- This is a full-time position.
- This is a union position – IUPE 804.
- Regular hours are Monday through Friday, 7:00 am to 3:30 pm, once trained half day weekends every third weekend, the ability to work overtime as required.
- Job Type: Full-time
- Pay: \$22.00 - \$30.00 per hour

Application Process:

Interested candidates should submit a resume, cover letter, and references to Stephanie Appelfeller at sappelfeller@townofwoodstock.org. Applications will be accepted until positions are filled with interviews scheduled on a rolling basis.

The Municipality of Woodstock is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This job description is intended to provide a general overview of the responsibilities and qualifications required for the role. Other duties may be assigned as needed to support Woodstock's Wastewater department efforts.