

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Lead Wastewater Treatment Operator**
Department: Public Works

FLSA Status: Non-exempt
Union Status: Represented
Updated: September 2016

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This position is guided by assignments received from the Wastewater Superintendent and is responsible for leading daily operations and maintenance of the city's wastewater treatment plant and lift stations, as well as the coordination of treatment plant operations with the Poplar Tree Plantation and collection system operation. In the absence of the Wastewater Superintendent, the Lead Operator acts as the responsible operator in charge of the treatment plant.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Wastewater Superintendent.

SUPERVISION EXERCISED

Acts as a lead worker directing other Wastewater Division personnel in various daily duties and may directly supervise Wastewater Division personnel in the absence of or delegation of the Wastewater Superintendent. May supervise or assist in overseeing the work of others contracted to work on plant components.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Possess the experience, knowledge, and skills required of a Washington State Department of Ecology Group III wastewater treatment plant operator.

Assists in overseeing the operation and maintenance of all wastewater facilities and maintains effective day-to-day plant process control necessary to ensure compliance with State and Federal clean water and NPDES permit requirements. Responsible for ensuring that the wastewater treatment plant and other wastewater facilities are maintained in a clean, orderly, and professional manner.

Assists Wastewater Superintendent in planning, organizing, assigning, directing, and reviewing the work of employees engaged in the operation and maintenance of the wastewater treatment plant, poplar tree plantation, lift stations and all related facilities.

Consults with and provides recommendations to the Wastewater Superintendent on schedule priorities, equipment and purchases, performance appraisals, interviewing new job applicants, training requirements, budget items and other operations and maintenance issues.

Coordinates and performs equipment operation, maintenance, calibration, repair and or replacement as necessary while ensuring that plant effluent quality limits are maintained.
Operates pumps, valves, and other equipment to direct or regulate the flow of wastewater. Operates, adjusts, and maintains chemical feed equipment.

Exercises sound leadership principles, effective team building skills, and exhibits a supportive and cooperative attitude in leading the assigned work group in all of the assigned functions. Provides training and advice to wastewater division staff as needed.

Works with treatment plant operators and other division staff to resolve equipment and process issues/problems.

Maintains detailed records of operation and maintenance activities and works with computerized maintenance and data processing programs to record and track operational, repair and maintenance information.

Assists with the preparation of monthly, quarterly, and annual reports. Maintains detailed records on machinery, equipment, circuitry and control systems and works with computerized maintenance programs to record and track repair/maintenance information.

Reads and interprets blueprints, technical standards, regulations, schematics, and diagrams of the wastewater system and facilities.

Participates in work involving confined space entry and/or rescue, including use of respirators and other specialty equipment.

Works with Wastewater Superintendent and operations staff to coordinate maintenance and repair schedules to minimize process disruptions

Provides technical recommendations to plan and budget for equipment and instrumentation maintenance, upgrades, modifications, and repairs.

Successfully participates in and completes training and obtains and maintains certification and/or licensing and eligibility in:

- Group III or higher Washington State Department of Ecology Wastewater Operator Certification (maintains existing or higher certification)
- Washington State Certified Flagger (required as scheduled by the city)
- First Aid/CPR including bloodborne pathogens and use of AEDs (required as scheduled by the city)
- Confined Space Entry (required as scheduled by the city)
- Forklift Operations (required as scheduled by the city)

Performs all duties in conformance with appropriate safety and security standards. Assists with developing and implementing new policies or procedures as necessary.

Works with coworkers or independently, often with limited supervision. Maintains productivity and self-motivation in accomplishing assigned tasks and duties.

OTHER DUTIES

Maintains regular, reliable and punctual attendance.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Responds to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion. May be required to be on-call and to work weekends and before or after normal working hours.

Confers on issues and maintains effective involvement with the other divisions within Public Works and other City departments, to maintain effective operation of the treatment plant, lift stations, poplar tree plantation and collection system.

Arranges for outside laboratory testing as needed, ensuring proper sampling and shipping protocols and prompt processing of subsequent reports and data. May conduct wastewater sampling and perform laboratory analyses in the absence of a laboratory technician.

Inspects commercial facilities concerning the City's pretreatment ordinance.

Orders and purchases parts, materials, chemicals and equipment as needed or directed, following established policies and procedures.

Controls and guides traffic at work sites by flagging and implementing traffic control measures as required or assigned.

Operates various types of machinery, equipment, vehicles and power tools.

Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from accredited high school or GED equivalent, supplemented by college level courses and/or other specialized training in the operation and maintenance of a wastewater treatment plant and/or in engineering, chemistry, microbiology, mechanics or other related fields; and

Minimum of five years of increasingly responsible experience as a wastewater treatment plant operator at a Class III plant or higher.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements

Possession of a valid Group III or higher wastewater operator's certificate from the Washington State Department of Ecology.

At time of appointment must possess a valid Washington State Drivers License with good driving record.

Must be medically capable of performing required work while wearing a respirator. Finalists must successfully complete respirator medical screening prior to offer of employment.

Must successfully satisfy a background investigation.

Knowledge Of:

Methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant equipment and components.

Mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.

State and Federal regulations pertaining to wastewater treatment, biosolids management, effluent and reclaimed water discharge requirements.

Collection, pumping and wastewater treatment systems and their problems and solutions.

Occupational hazards and safety precautions associated with wastewater treatment facilities, including confined space entry, electrical equipment safety and biological hazards.

Skilled In:

Use and care of tools and equipment.

Utilizing PC computers with SCADA, maintenance, data and word processing, and spreadsheet programs.

Driving and operating a variety of equipment under varying weather conditions.

Ability To:

Effectively manipulate changing priorities, job assignments, and staff resources to optimize the daily functioning of the work group.

Effectively lead an assigned work team; developing teamwork and cooperation and treating all team members with respect and professional courtesy.

Communicate and interact effectively, both orally and in writing, with individuals, groups, suppliers, engineers, technical support representatives, management, other employees, and the public regarding operation and maintenance issues.

Follow applicable safety rules and regulations

Work independently and unsupervised.

Follow applicable safety rules and regulations and knowledge of occupational hazards and safety precautions associated with confined spaces, electrical circuitry and overhead lines associated with water/wastewater and street lighting work.

Use sound reasoning and judgment in the performance of job functions.

Fluently read, write and comprehend the English language, using proper grammar, spelling and punctuation.

Communicate detailed information and recommendations effectively, both orally and in writing.

Perform basic arithmetic computations and data entry functions accurately.

Meet the physical demands of the job and perform essential job functions.

Desired Skills and Abilities (not required):

Possession of current First Aid/CPR certification.

Possession of current flagging card.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Pumps, generators, motors, front-end loader, trucks, forklifts, various hand and power tools, multiple environment gas detector, lab equipment, chlorination and dechlorination equipment, various wastewater testing, sampling and monitoring equipment, computers and software, calculators, copy and fax machines, and various other office equipment,

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Stand or sit (stationary position); walk (move, traverse); use hands/fingers to handle or feel (operate, activate, use prepare, inspect place, detect, position); climb (stairs/ladders); balance (ascend/descend, work atop, traverse); stoop, bend, kneel, crouch or crawl; talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information); see (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess); taste/smell (detect, distinguish, determine); push or pull; reach; perform repetitive movements/motion; specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus; hand-eye coordination and manual dexterity is necessary to use tools and equipment, operate a computer keyboard

Heavy Work – exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

The employee may be required to wear a self-contained breathing apparatus and maintain respirator medical clearance under certain work conditions. This may require clean shaven or limited facial hair growth to meet State and Federal requirements for proper mask seal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to Hazards and Atmospheric Conditions including: Household cleaning supplies and/or basic office supplies (eg. copy machine toner); Fumes; Dust; Extreme temperatures (hot and/or cold); Wet and/or excessive humidity; Confined spaces; Noise; Vibration; Mists or gases; Mechanical hazards; Biological hazards (sewage and related materials); Chemical hazards; Electrical hazards; Traffic and vehicle hazards; Burn hazards; and Body fluids and/or other potential sources of bloodborne diseases.

Duties are primarily performed at the wastewater treatment plant, wastewater collection system, poplar tree plantation and wastewater lift stations. On occasion work may take place at other public works or city facilities.

Work may be required indoors and outdoors. Work may require mobility under and on top of and around structures, and machinery and equipment. Work may take place on wet, loose, and/or uneven surfaces, and in some unpleasant situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces, above the ground and in elevated locations.

Noise level in the work environment is generally moderately noisy to extremely noisy. On a regular basis, the noise level may be loud and hearing protection required.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.