

POSITION DESCRIPTION

TITLE: WASTEWATER TREATMENT OPERATOR

DEPARTMENT: Public Works

DIVISION: Wastewater

FLSA STATUS: Non-Exempt

DATE: November 2021

NATURE OF POSITION

This position entails responsible skilled work essential to the efficient operation of the municipal wastewater treatment plant. The nature of the work emphasizes the ability to perform the work with limited supervision while working in an environment requiring teamwork and cooperation.

The work involves responsibility for the operation and routine maintenance of the wastewater treatment plant and lift stations. The work also includes the inspection of private facilities in accordance with the City pretreatment discharge ordinance.

SUPERVISION RECEIVED

Works under the general supervision of and reports to the Wastewater Superintendent. Works in accordance with the instructions of the Lead Operators directives from the Wastewater Superintendent.

SUPERVISION EXERCISED

May act as a lead worker and give direction to other full time and part-time or temporary staff as assigned or required from the directives of the Wastewater Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects and evaluates all pumps, motors, structures, and specialized equipment.

Performs laboratory analyses for process control and regulatory reporting.

Interprets laboratory data for process control adjustments.

Reads and interprets blueprints of the wastewater system facilities.

Maintains reports, records, and operational logs.

Inspects commercial facilities concerning the city's pretreatment ordinance.

Performs routine maintenance on wastewater system equipment and machinery.

Maintains laboratory quality control and quality assurance program.

Collects wastewater samples for laboratory analyses.

Makes data entrees into a computer data base.

Maintains the facilities in a clean orderly manner.

Effectively operates the wastewater treatment facility to ensure compliance with the national pollution discharge elimination system permit.

Performs all duties in conformance to appropriate safety and security standards.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

OTHER JOB FUNCTIONS

Respond to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion, and may be required to be on call to respond to emergencies.

Interprets and understands various technical standards and documents.

Operates automobiles, trucks and other public works vehicles and equipment.

Operate various machinery, power and hand tools.

Attends meetings or seminars as assigned.

Conducts other related work as directed.

EDUCATION AND EXPERIENCE

Graduation from an 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 related fields.

Two years of applicable experience as determined by the city.

KNOWLEDGE, SKILLS AND ABILITIES

Broad knowledge of the specialized skills involved in the theory and practice of the treatment of wastewater and various related subjects.

Considerable knowledge of operations and maintenance of wastewater treatment plants.

Knowledgeable of federal and state regulations related to wastewater treatment and discharge requirements.

Knowledgeable of wastewater treatment and wastewater system problems and their solutions.

Knowledgeable of occupational hazards and safety precautions associated with confined spaces and wastewater systems.

Ability to use sound reasoning and judgment in the performance of job functions.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding wastewater system issues.

Ability to meet physical demands of job and perform essential job functions.

Ability to perform the responsibilities of the position effectively, efficiently and consistently.

SPECIAL REQUIREMENTS

Possession of or the ability to obtain within 12 months a State of Washington Water Pollution Control Plant Operator II certificate.

Possession of a Washington State Driver's License, with the ability to acquire a Class "B" Commercial Driver's License designation with endorsements for hazardous chemicals and liquids within 12 months, and have a good driving record.

A First Aid card or the ability to obtain within 12 months after date of hire.

A Flagger's card or the ability to obtain within 6 months after date of hire.

Ability to successfully satisfy a background investigation.

TOOLS AND EQUIPMENT USED

Large pumps, front end loader, various hand and power tools, multiple environment gas detector, computers, and software, adding machines, calculators, copy machines, fax machines and various other office equipment, various laboratory equipment, tank trucks, chlorination and dechlorination equipment, various wastewater testing, sampling and monitoring equipment, various hand and power tools.

PHYSICAL DEMANDS

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

Duties may involve working in and around machinery, equipment, piping and other facilities.

Eye-hand coordination and manual dexterity is necessary to operate computers, various pieces of office equipment, pumps, motors, machinery, controls and various wastewater equipment.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, turn, or operate objects, tools or controls and reach with hands and arms, talk and hear.

The employee is regularly required to stand, sit, walk, climb stairs, climb ladders, balance, stoop, kneel, crouch and crawl.

Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

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

The employee must frequently lift objects weighing 50 lbs. and on occasion lift items weighing as much as 100 lbs.

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.

The employee is exposed to the hazards of working in the vicinity of both chemical and biological hazards on a daily basis.

Duties are performed primarily at the wastewater treatment plant, wastewater pump stations and at other locations and facilities of the wastewater collection system, though work may occasionally take place at other facilities and locations.

Noise level in the work environment is usually quiet to moderately noisy. On occasion, the noise level may be loud and hearing protection required.

Work may be required indoors and outdoors. Work may require mobility under and on top of and around structures, and machinery and equipment. Works 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 and above the ground.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference background check, job related tests may be required. Employment may also be subject to evidence of satisfactory physical conditions.

The duties and responsibilities listed above are intended to be illustrative only of the types of work performed. The omission of other specific duties does not exclude them from 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.