

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Wastewater Operator In-Training**
Department: Public Works

FLSA Status: Non-exempt
Union Status: Represented
Updated: July 2019

*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 is a Wastewater Treatment Plant Operator trainee level position. Incumbents learn and perform a variety of monitoring, operations, maintenance, and repair work on the City's wastewater treatment system and facilities. Job duties will be primarily at the wastewater treatment plant but will also include wastewater pump stations, the poplar tree farm and other Public Works facilities. It is distinguished from the Wastewater Treatment Plant Operator II position by performing less complex work and requires no certification.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

May give direction to temporary/seasonal staff as assigned or required.

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.

Many of the assignments listed below are performed in a training and learning capacity under the direction of a certified operator with the expectation that an incumbent will develop the capacity to perform the full scope of work with minimal guidance and supervision.

Essential and other important responsibilities may include, but are not limited to, the following:

Aids and assists wastewater operators to effectively operate and maintain all wastewater treatment and conveyance facilities in compliance with the City's National Pollution Discharge Elimination System permit.

Monitors wastewater treatment system operations, reading charts, gauges and readouts, noting operational problems and recommending adjustments to maintain proper operations. Operates computers and utilizes SCADA system for treatment plant and lift station monitoring.

Inspects pumps, motors, piping, structures and equipment for proper operation/condition, noting and reporting irregularities.

Collects wastewater samples for laboratory analyses using proper procedures and enters sampling data into logs. Performs limited laboratory analyses for process control and regulatory reporting as required. Performs laboratory and process control calculations. Interprets laboratory data for process control adjustments.

Performs routine preventative maintenance on wastewater system equipment and machinery including, but not limited to, checking oil levels, changing oil, greasing equipment, equipment disassembly and reassembly, and belt adjustment. Assists other employees in performing maintenance tasks as assigned.

Operates and maintains biosolids processing equipment to produce a Class A biosolids product compliant with State and Federal Regulations.

Checks and maintains proper operation of chlorination equipment. Checks chlorine tanks levels. Assists operators in changing out chlorine cylinders.

Measures sludge depths in various tanks.

Maintains a variety of records and reports related to wastewater system operations. Enters information into computers and daily operational logbooks.

Inspects commercial facilities concerning the City's pretreatment ordinance.

Maintains facilities in a clean and orderly manner. Cuts grass, weed eats, sweeps and mops floors, empties trash, and hoses down various tanks and equipment.

Performs routine operational checks and maintenance of sewer lift stations as required.

Cross-trains with Collection System Technicians and assists as required.

Reads and interprets blueprints and schematics of the wastewater system equipment and facilities.

OTHER DUTIES:

Actively pursues certification as Washington State Wastewater Operator. Achieves Group 1 Operator certification within 18 months and Group 2 Operator certification within 3 years.

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

- 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)
- Trenching and Shoring (required as scheduled by the city)
- Forklift Operations (required as scheduled by the city)

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

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

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Conducts other related work as directed.

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

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.

One (1) year experience in the operations and maintenance of Public Works equipment and facilities or applicable experience in the construction trades.

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:

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 and preemployment drug screening.

Knowledge Of:

Knowledge of the operation of mechanical and electrical equipment.

Knowledge of basic mathematics and chemistry.

Construction technology, materials and methods including carpentry, concrete work, plumbing and electrical.

Skilled In:

Use of standard construction tools and equipment.

Use and care of tools and equipment.

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

Ability To:

Learn and perform a wide scope of assignments in the operation, maintenance, adjustment, and repair of the City's wastewater treatment system and facilities.

Learn and inspect wastewater treatment facilities and systems for proper and safe operating conditions.

Learn to collect samples, utilize laboratory equipment, and conduct basic laboratory tests.

Learn to skillfully use a variety of hand and power tools in the maintenance, testing, monitoring, adjustment, and repair of wastewater treatment facilities and systems.

Learn to maintain detailed and accurate records, reports and operational logs.

Learn and operate specialized computer programs.

Learn laws, rules, regulations, and environmental requirements applicable to operation and maintenance of wastewater treatment facilities and systems.

Read and understand technical manuals.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with co-workers and supervision.

Work independently and unsupervised.

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:

Possession of current First Aid/CPR certification.

Possession of current flagging card.

Knowledge of the work hazards and applicable safety precautions associated with wastewater treatment including confined space entry, trench safety, and traffic control.

Basic skills in use of personal computer, including word processing and spreadsheet software; use of calculator, adding machine, telephone, copy machine, and fax machine.

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, motors, conveyors, frontend loader, boom truck, forklift, various hand and power tools, multiple environment gas detector, computers and software, calculators, copy machines, various laboratory equipment, chlorination equipment, various wastewater testing, sampling, monitoring and maintenance 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 will be required to enter manholes and other structures with a minimum entrance diameter of 22 inches.

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
- Spaces with very narrow or restricted access
- Noise
- Vibration
- Mists or gases
- Mechanical hazards
- Biological hazards (sewage and related materials)
- Chemical hazards
- Electrical hazards
- Traffic and vehicle hazards
- Burn hazards
- Body fluids and/or other potential sources of bloodborne diseases

Duties are performed primarily in the field throughout the sanitary sewer system service areas, the wastewater treatment plant and at Public Works facilities. Work may occasionally take place at other facilities and locations.

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 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.