

CITY OF AIRWAY HEIGHTS

JOB DESCRIPTION

TITLE: Wastewater Treatment Plant Operator III - Operator in Charge

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

SUPERVISES: Wastewater Treatment Plant Personnel

NATURE OF WORK

The primary functions of the Wastewater Treatment Plant Operator III are: Responsible for supervisory and technical work in directing the operation and maintenance of the City's 1 MGD Average Daily Flow Wastewater Reclamation Facility. Ensures compliance with Federal and State standards regarding wastewater treatment, reclaimed water as governed by the Environmental Protection Agency and the Washington State Dept. of Ecology. This position will participate in an on-call rotation. Serves as the principal internal advisor to the Public Works Director for project management and assists in the following; planning, organizing, developing, and administering various revitalization efforts and programs, and performing grant program research to assess qualifying threshold requirements. Assist in developing the City's Reuse Water and Wastewater plans. The following are some, but not all, duties that the Wastewater Treatment Plant Operator III is responsible for:

EXAMPLES OF DUTIES

- Process Control. Responsible for the Facilities meeting or exceeding mandated water quality standards 24 hours per day, 365 days per year. Responsible for consistently meeting State Waste Discharge permit requirements by maintaining and adjusting intricate and complex wastewater process controls.
- Process controls include Programmable Logic Controllers, Variable Frequency Drives, and SCADA (system control and data acquisition) for monitoring, mixing and adjusting dissolved oxygen, food/microorganism ratio and the ultra-violet sterilization and final membrane filtration processes.
- Responsibility for the Industrial Pretreatment Program.
- Responsibility for the collection, transportation and obtaining the results of analysis of all wastewater samples.
- Determines waste and return activated sludge pumping rates by sludge age lab analysis results.
- Analyzes all laboratory data to confirm or determine adjustments for the proper operational parameters.
- Performs visual and operational inspections of various facility mechanical and electrical equipment located outdoors and within various buildings and structures.

- Collects biological samples of wastewater and biosolids from various treatment stages and performs analyses utilizing standard laboratory equipment and standards.
- Performs work with independent judgment and self-initiative to meet facility operating requirements and correct treatment process abnormalities.
- Plans, assigns, supervises and participates in the operation of the advanced Wastewater Reuse Facility.
- Trains assigned employees in the operation of the wastewater process, maintenance, repair and all required reporting.
- Assists the Public Works Director with preparation of the annual and capital facilities budgets for the Wastewater Reuse Facility.
- Accountable for the purchasing and inventory control of all materials and supplies.
- Accurately and legibly records equipment and instrument data in a format as prescribed to include computer data entry.
- Works with the Backflow Specialist on grease trap/oil separator and Pre-Treatment management.
- Read, interpret and apply engineering drawings of reuse water, sewer, and construction.
- Assist contractors and others with inspections, drawings, installations, repairs, and testing including locating City reuse water and sewer systems.
- Respond to public inquiries in a courteous manner; provide information within the scope of knowledge or refer to other employees.
- Review and draft responses to routine correspondence and inquiries from governmental agencies and the public.
- Prepare special and recurring reports, proposals, contracts, and disseminate information to Department staff as well as external agencies.
- Recommend and implement changes to existing policies and procedures.
- Prepare cost estimates for proposed projects.
- Review and propose departmental policies and procedures for Public Works department.
- Assist in the development and implementation of departmental plans.
- Assist Public Works Director on discipline issues with other employees.
- Other duties as assigned.

QUALIFICATIONS

A. Knowledge of:

- Wastewater treatment principals and practices.
- Mechanical equipment preventative maintenance practices.
- Safety practices relating to wastewater treatment plant hazards, including confined space entry hazards, chemical hazards, and the safe handling of mechanical and electrical devices.
- Must possess extensive skills in wastewater laboratory functions, including chemical analysis, bacteriological processes and operating intricate laboratory tests and procedures.

- Must possess high level of competency in performing mathematical calculations using units of weight, measurement, volume and distance, calculating flow rates, clarifier and basin loadings, and dilution calculations.
- The safe and effective use of a variety of hand and gas powered tools and hoists.
- Computer operation, using spreadsheets, word processor, plant Supervisory Control and Data Acquisition (SCADA), and Programmable Logic Controller (PLC) applications.
- Knowledge of budget and accounting principles, practices and procedures.
- Understand typical City political environments and sensitivities.
- Understand basic principles of local government as it relates to Public Works.
- Understand City policies, procedures, construction practices, and safety measures.
- Background in grant research and writing.

B. Ability to:

- Follow written and oral instructions.
- Read and interpret complex construction plans, blue prints, designs, maps, diagrams, and related documents.
- Ability to express oneself clearly and concisely, orally, and in writing.
- Ability to interpret current legislation, rules and regulations.
- Ability to plan, supervise, and coordinate long range technical and administrative programs.
- Ability to establish and maintain an effective working relationship with department employees, other City departments, community officials, and citizens.
- Ability to be respectful and courteous to customers, City personnel, and outside entities.
- Ability to be a team player that helps the organization to meet its objectives.
- Ability to represent the City and maintain the trust of its residents and demonstrate honest and ethical behavior.
- Ability to visit job sites and review construction progress.
- Ability to work in a noisy environment and perform some manual labor as needed.

C. Education and Training:

- High school graduation or equivalent and a minimum of five years experience as a wastewater treatment plant operator, with three years experience in wastewater analysis. Three years supervisory experience managing personnel directly or indirectly is required.
- Valid Washington State Motor Vehicle Operator's CDL license with air and tanker endorsement or ability to obtain one within 1 year and a driving record free from serious or frequent traffic violations.
- Graduation from an accredited four-year college or university with a degree in Public Administration, Business, Project Management or other related fields (May substitute experience).

- Wastewater Treatment Plant Operator's certification, Level III or higher (letter from Department of Ecology granting reciprocity at a Group III or IV level may be substituted) or a Operator's certification Level II with a provisional III.
- Five or more years of experience in a public utilities system with experience in water and sewer collection and distribution systems and/or maintenance of distribution/collection systems.
- An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.
- Current First-Aid/CPR certification.
- Required to have a series of vaccines as protection against typhoid, tetanus, diphtheria and hepatitis A & B.

WORK ENVIRONMENT:

The work environment will consist mostly of a balance of indoor and outdoor work. This position will be supervisory, but shares in the work environment of other operators. The majority of time will be utilized working with process controls, adjusting valves, and working within the process parameters of the NPDES permit. While working inside, the employee may be standing and analyzing wastewater samples for long periods of time or processing paperwork at a desk for extended periods.

Risks associated with this position include duties that are performed in close proximity to, or handling of, human and animal waste and debris removed from the head-works bar screen, wastewater samples and the cleaning of treatment structures, all which contain disease-causing organisms. This position also requires the employee to be in confined and contaminated spaces and be working on edges of structures with a potential for drowning or injury.

While performing the duties of the job, the employee is regularly required to walk; use hands and fingers to handle or feel objects, tools, or controls; climb, balance, twist, or lift. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in the work environment is low to moderate with occasional exposure to loud noises. The employee shall be required to participate in a rotating on-call schedule, with a response time of 40 minutes or less.

ORIGINATION February 2009

EEO CATEGORY Hourly

STATUS Non-Exempt

The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skills typically required, and the

scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or to provide relief, to equalize work periods, or to balance workload. This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.

Date: _____

Manager: _____

Employee: _____

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