

CITY OF ORTING

JOB DESCRIPTION

Job Title: Wastewater Operator I, II, III

Department: Public Works

Reports to: Wastewater Plant Supervisor

SUMMARY DESCRIPTION

The Wastewater Operator is a Federal Labor Standard Act full-time non-exempt, non-Civil Service position. A typical work week is Monday to Friday, 7:30 a.m. to 4:00 p.m. with periodic callouts on weekends, evenings and holidays based on operational needs and emergencies. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under supervision, the Wastewater Operator series performs skilled and semi-skilled labor, in the maintenance, operation, and repair of the City's wastewater system. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DISTINGUISHING CHARACTERISTICS

Advancement to the "II or III" level is based upon meeting qualifications and satisfactory job performance.

Wastewater Operator I – This is the first certified class in the Wastewater Operator series. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised and all work is subject to review by the Wastewater Plant Supervisor. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Wastewater Operator II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Advancement to the "II" level is based on meeting minimum qualifications and satisfactory job performance.

Wastewater Operator II - This is the journey-level class in the Wastewater Operator series. Employees within this class are distinguished from the Wastewater Operator I by the performance of the full range of duties as assigned including operation and maintenance of various public works tools and heavy equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Wastewater Operator III – This is a master level classification in the Wastewater Operator series. Employees within this class are distinguished from the Wastewater Operator II by the ability to operate the plant and make decisions about processes (subject to review by the Wastewater Plant Supervisor). The incumbent in this position will be responsible for the plant in the absence of the Wastewater Plant Supervisor and shall receive Out of Class pay per the CBA in the absence of the Wastewater Plant Supervisor.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Operate, maintain and repair equipment commonly found in a Class III wastewater treatment plant and its related infrastructure including; pump stations, pumps, preliminary and primary treatment systems, clarifiers, blowers, disinfection equipment, valves, piping and distribution systems, secondary treatment systems and solids processing equipment.
2. Collect and preserve samples following established procedures and perform routine laboratory analysis and process control tests on wastewater, sludge and bio-solids such as: BOD, TSS, DO, pH, volatile acids, alkalinity, settle ability, microbiological examination and identification, and others as required to monitor and maintain water quality standards.
3. Accurately observe, calculate and interpret results of laboratory and process control tests and take corrective action to ensure compliance with established water quality standards and the NPDES permit.
4. Prepare and maintain accurate records and perform complex calculations using a computer.
5. Accurately read and record information from various gauges and meters associated with the treatment plant.
6. Use a complex computer system to operate plant equipment from remote locations.
7. Monitor, troubleshoot and diagnose equipment for proper operation and malfunctions. Take remedial and corrective action when appropriate and use a computer to initiate and track work orders.
8. Maintain effective working relationships with plant staff, outside vendors, regulatory agencies, other County departments and the public.
9. Perform routine maintenance on plant equipment and vehicles using and operate a variety of shop equipment. Assist the maintenance staff with preventative and corrective maintenance as assigned.
10. Train and provide general direction to less experienced treatment plant employees assisting with operation and maintenance work.
11. Perform general housekeeping duties and grounds maintenance.
12. Clean tanks, aeration basins and industrial buildings.
13. Effectively and efficiently operate all plant equipment and conduct routine tests; make accurate readings and keep operational records; diagnose equipment malfunction and take corrective action; perform routine maintenance tasks; instruct and provide technical guidance to less experienced co-workers; establish and maintain effective working relationships with other employees; detect and correct defects in assigned equipment; comprehend and interpret complex technical data; use a computer to generate reports, calculate algebraic equations for process control and related performance measures; follow written and oral instructions; effectively communicate both formally and informally with others; operate a motor vehicle; wear and properly use Personal Protective Equipment and perform all work in a safe manner.
14. Perform related duties assigned.

QUALIFICATIONS

License or Certificate:

- I: Wastewater I Certificate (collections and plant) – required with one (1) year experience
Asbestos Pipe Removal – preferred or obtained within six (6) months
Pump & Motor Maintenance Class - preferred or obtained within six (6) months
Washington Driver’s License – required
Confined Space Entry Certificate - preferred or obtained within six (6) months

II: Wastewater II licenses and certificates are inclusive of Wastewater I requirements, plus the following:

- Wastewater II Certificate (plant) – required
- Water Distribution Mgr. I - preferred or obtained w/ incentive pay
- Basic Electrical Class – preferred or obtained within 6 months

III: Wastewater III licenses and certificates are inclusive of Wastewater II requirements, plus the following

- Wastewater III Certificate (plant) – required
- Water Distribution Mgr. I - required

In the event the State of Washington mandates or requires a license or certification, the incumbent will be given twenty-four (24) months, or timeframe specified by the State (whichever is shorter) to obtain such license or certification.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

Wastewater Operator I:

- High School Diploma or equivalent
- Experience maintaining and repairing water systems and equipment is desirable

Wastewater Operator II:

- Three (3) years operational experience in a modern activated sludge Wastewater treatment plant is required.
- Demonstrated proficiency in reading technical manual, (O&M) operation and maintenance manuals, writing, and mathematics basic algebra.
- Associate of Applied Science in Water Quality Technology, or related field is desirable.

Wastewater Operator III:

- Five (5) years operational experience in a modern activated sludge wastewater treatment plant is required.
- Associate of Applied Science in Water Quality Technology, or related field is desirable.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Uses and purposes of general construction tools and equipment.
- Safe work practices.

Ability to:

- Perform routine tasks in a variety of wastewater maintenance activities.
- Perform heavy manual labor.
- Learn to use and operate a variety of heavy construction and maintenance equipment.
- Work safely in confined spaces with hazardous materials.
- Enter and exit a manhole

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Establish and maintain positive, effective working relationships with fellow employees and the public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Construction site environment; travel from site to site; work with and in water and around heavy construction equipment; work under ground and in confined spaces; work at heights on scaffolding and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.

Physical: Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling, digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Employee Signature

PW Director Signature

Date

Date