

CITY OF LEAVENWORTH

JOB DESCRIPTION

TITLE: WATER PLANT/WASTEWATER TREATMENT UTILITY WORKER
REPORTS TO: Wastewater Treatment Plant Supervisor and Water Plant Supervisor
DEPARTMENT: Public Works/WWTP/Water Plant
FLSA STATUS: Non-exempt
SALARY RANGE: Starting: \$3,585 per month (2019) **6 Month Probationary Period**
Salary adjustment after one year: \$4,355 per month (2020)

POSITION SUMMARY

Under direction from the Public Works Director in conjunction with the Water Plant Supervisor and the Waste Water Plant Supervisor the individual will split time and duties between the water plant and at the wastewater plant.

WATER PLANT:

The individual will be assigned to assisting and completing projects for the maintenance of the plant, day to day operation of the water plant, cross connection entry and field work, meter reads, and availability as a backup operator to the water plant. Projects for the maintenance of the plant include: pump maintenance, corrosion control measures on pipes, and facility maintenance. Day to day operation at the water plant is chlorine residual samples, cleaning intake screen, checking chlorine gas system, backwashing the filters, lab work on pH, turbidity, and alkalinity. The individual will be available for on-call times during off hours of the day and the availability to work weekends when needed as a relief operator.

WASTE WATER TREATMENT PLANT:

The individual will assist in the implementation of the Fats/Oils and Grease (FOG) Control Program and assist the Wastewater Treatment Plant Operator/Supervisor in performing regular and recurring operation, maintenance, troubleshooting, modification and repair work of the Wastewater Treatment Plant and equipment to control the flow and processing of sewage and to conduct standard tests on sewage and sludge. Serve as a relief operator of the wastewater plant and sewer system as assigned.

DISTINGUISHING CHARACTERISTICS:

Individual will be expected to apply practical knowledge of the skill field to resolve unusual and irregular problems which may occur, and to contribute suggestions for improvements and procedures in the operations. Require interpretation, analysis and reasoning in area of specialization, especially in non-routine, new aspects. Failure to perform in a proficient manner could have serious consequences to the health of citizens and to the environment.

REPRESENTATIVE DUTIES:

The representative duties listed include essential and non-essential functions that vary by position. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the particular position.

WATER PLANT:

- Assist in the implementation of the Cross-connection Control program by performing inspections, organization and monitoring of testing requirements, and assisting in documentation and record keeping.
- Assist the Water Treatment Plant Supervisor/Operator in plant operations as follows:
 - Day to day operation at the water plant such as taking chlorine residual samples, cleaning intake screen, checking chlorine gas system, backwashing the filters, lab work on pH, turbidity, and alkalinity.
 - Perform routine water plant and pump station maintenance duties, such as: lubricating pump bearings, using hand operated grease guns; clean, scrape and paint machinery, equipment and facilities. Repair or replace valves, switches, motors and related equipment as required or assigned.
 - Respond and be available for on-call times during off hours of the day and the availability to work weekends when needed as a relief operator.
 - Assist in maintaining records, logs of daily operations; record meter and gauge readings, weather conditions, equipment malfunctions, and related information.

WASTEWATER TREATMENT PLANT:

- Assist in the administration of the Fats/Oils and Grease (FOG) Control Program for the wastewater treatment plant by routinely performing site inspections of restaurants and commercial businesses that generate FOG flows into the City's wastewater collection system. Site inspection reports and documentation for the FOG program is required to be filled out and submitted to the Public Works Director weekly.
- Assist Wastewater Treatment Plant Operator in wastewater treatment plant and lift station operations such as the following:
 - Remove coarse materials such as rags, plastic and metal objects from bar screens to accelerate influent flow through initial screening process.
 - Start and stop pumps; turn valves and operate electric switches to control flow of raw sewage into primary and secondary wastewater treatment processes.
 - Dewater sludge cake removed from system. Load into dump truck, transport and unload sludge cake at designated sanitary landfill or composting site.
 - Perform routine treatment plant and lift station maintenance duties such as lubricating pump bearings, using hand operated grease guns; clean, scrap and paint machinery, equipment and facilities. Repair or replace valves, switches, motors and related equipment as required or assigned.

- Collect influent and effluent samples; set-up, conduct and record routine laboratory tests such as temperature, settle able solids, residual chlorine, ph, alkalinity, volatile acids volatile solids and gas analysis in accordance with instructions.
- Respond and be available for on-call times during off hours of the day and the availability to work weekends when needed as a relief operator.
- Assist in maintaining records, logs of daily operations, record meter and gauge readings, weather conditions, equipment malfunctions and related information.

REQUIRED QUALIFICATIONS

- Require a minimum education level of High School graduation or GED Equivalence. College-level courses and/or specialized education in water treatment or wastewater treatment, or other related fields are desirable.
- Must be able to obtain and maintain a Class B Commercial Driver's License (CDL) with air brake restriction lifted within the first year of employment with the City of Leavenworth. Preference will be given to those applicants that currently have their Class B Commercial License.
- Must obtain and maintain a Department of Health issued Water Treatment Plant Operator (WTPO) level 1 license within eighteen (18) months of employment.
- Must obtain and maintain a Class I State Certificate or higher as a Waste Treatment Operator within eighteen (18) months of employment.
- Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
- Requires the ability to solve problems using deductive reasoning.
- Requires ability to create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, craftsmen, and the public.
- Must be able to prioritize activities and manage schedules in a manner which allows for completion of all job duties efficiently and within required schedules.
- Requires skill in using hand tools and a detailed knowledge of safety procedures as related to plant operations.
- Requires the ability to keep records and make reports which are well-written, analytical, forward-thinking and legally defensible.
- Requires the ability to understand and follow both oral and written instructions and communicate orally and in writing.
- Requires the ability to utilize computerized systems and Microsoft Office computer applications.
- Must be able to work weekends, holidays, festivals, and the hours of work required to meet the needs of each water treatment plant, which may require working split shifts.
- Must be able to be called-out for emergencies and work unplanned overtime.
- Required to perform manual labor under uncomfortable conditions, including exposure to health hazards and noxious elements related to Waste Water and Water Plant Operations.

- Must be able to obtain and maintain a First Aid and CPR Certification, Basic Emergency Safety Training, Adult, Child, Infant Card.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Possession of a Water Treatment Plant Operator Level 1 license or higher.
- Possession of a Class I State Certificate or higher as a Waste Treatment Operator.

SCOPE OF RESPONSIBILITY

- This position reports to the Water and Wastewater Treatment Plant Supervisors who report to the Public Works Director.

SAFETY PRACTICES:

- Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies.
- Performs work within *WISHA* safety standards and the City’s *Accident Prevention and Safety Program* (Updated November 1, 2018) with consideration for public safety and convenience.
- Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them.
- Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management.
- Uses protective clothing and personal protective equipment when and where required or necessary.
- Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

MACHINERY, EQUIPMENT, TOOLS, AND HEAVY EQUIPMENT:

- Is capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit’s capacity necessary to accomplish required tasks.

PHYSICAL CAPABILITIES:

- Physical strength sufficient to perform heavy manual labor for extended periods of time during the regular shift, during overtime hours and when performing work under emergency conditions.
- Must be able to perform heavy manual labor associated with assigned maintenance tasks, which may include safely lifting and moving objects weighing up to 100 pounds.

- Capable of exerting physical effort that includes combinations of standing, sitting, bending, walking, stooping, digging, manipulating, climbing, balancing, kneeling, crouching, crawling, lifting; walking over rough terrain and uneven or slippery surfaces; using hands to finger, handle, feel objects or tools or controls; frequently reaching with hands and arms.
- Talking, hearing, tasting, and smelling capabilities sufficient to alert oneself and others to unusual, unsafe, or dangerous situations.
- Vision capabilities that include close vision, distance vision, color vision, depth perception, peripheral vision, night vision and adjusting focus with or without vision aids (prescription eyeglasses or contact lenses).
- Hand-eye coordination and fine manipulation capabilities necessary to operate various machines.

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. Work is performed in environment which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines.

The noise level in the work environment is usually moderate but at times can sustain loud noises due to equipment being used. Ear protection is required to be worn at all times when operating equipment where the equipment operations manual requires it to be worn, or when noise levels are excessive or constant.

Following an offer of employment, and prior to starting work, individuals will be required to have a pre-employment physical examination by a physician designated by the City of Leavenworth. The City will pay for the examination. Satisfactory clearance to perform representative duties and physical capabilities will be required for employment.

The Statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.