

CITY OF LEAVENWORTH
JOB DESCRIPTION

TITLE: WASTEWATER TREATMENT OPERATOR
REPORTS TO: Wastewater Treatment Plant Supervisor
DEPARTMENT: Public Works/WWTP
FLSA STATUS: Non-exempt
SALARY RANGE: Salary range: \$4,744 - \$5,343 per month (2022)
6 Month Probationary/Trial Period

POSITION SUMMARY

Under direction from the Wastewater Plant Supervisor, the individual will assist the Wastewater Treatment Plant 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.

- 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 Wastewater Supervisor 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 Class I State Certificate or higher as a Waste Treatment Operator within twelve (12) 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 the wastewater 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 Wastewater.
- 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 Class I State Certificate or higher as a Waste Treatment Operator.

SCOPE OF RESPONSIBILITY

- This position reports to the Wastewater Treatment Plant Supervisor who reports 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 an 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.

TERMS OF EMPLOYMENT

Following an offer of employment, and prior to starting work, individual filling the position will be required to pass a pre-employment physical evaluation to assess individual abilities to meet the essential functions and miscellaneous essential functions of the position. The evaluation will also include a drug and alcohol screening due to the nature of the position, which includes the need to maintain a current Washington driver's license in order to drive special use heavy equipment and maintenance vehicles.

An individual with a disability who satisfies the skill, experience, education and other job-related requirements, with or without reasonable accommodations, may perform the essential functions of this position. The physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

Statements contained herein reflect general details, as necessary to describe the principal function of the position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief to equalize peak work periods, or to otherwise balance the workload.

The City of Leavenworth is an equal opportunity employer.