

CITY OF NORTH BEND, WASHINGTON
POSITION DESCRIPTION



Class Title: Wastewater Treatment Plant Operator I
Department: Public Works
Representation: Teamsters Local 763
Salary: \$4,529.62 - \$5,403.21 per month, DOE
Overtime Eligible

First Review of Applications: Position Open Until Filled

POSITION SUMMARY:

This position operates the City of North Bend's Publicly Owned Treatment Works (POTW) including but not limited to the waste water treatment plant, pump stations, collection system and related equipment. Performs skilled, entry level to journeyman-level work in monitoring, repairing and controlling the functioning of the POTW, plant, collection system, equipment and processes. Perform the duties of a Maintenance Worker as needed to efficiently utilize human resources within the department. The responsibilities of this position for the operation of the POTW are secondary to the Wastewater Treatment Plant Operator II.

ESSENTIAL FUNCTIONS include but are not limited to the following:

- Monitors, maintains and operates all plant/pump station equipment and makes process changes based on collected data analysis and visual inspection; troubleshoots process.
- Ensures plant effluent meets or exceeds Washington State Department of Ecology permit requirements.
- Operates and maintains Odor Control System. Responds to odor complaints and makes necessary adjustments.
- Inspects all machinery and equipment; performs repair, maintenance and preventative maintenance on all plant equipment as required.
- Troubleshoot equipment malfunctions and recommend repair options.
- Maintains and records data in logbook and computer databases.
- Assists with operational decisions and assists with maintenance decisions based on review of directives, lab data, and log entries.
- Coordinates hazardous chemical transfers and mixes chemicals as necessary for process operations.
- Maintains control of tools and equipment inventory and assures cleanliness of all wastewater facilities.
- Serves as a plant operator, laboratory and maintenance personnel as needed.
- Assists in providing budgetary support in obtaining quotations and other information for purchases and work plans, coding of bills prior to submitting to Accounts Payable.
- Perform project related inspections and consult with subcontractors as directed.

- Performs collaboratively as part of the Public Works team.
- Exhibits a strong commitment to internal and external customer service.
- Order supplies as needed, adhering to City purchasing policy and public bidding requirements.
- Provides safe working conditions in compliance of all federal, state and city guidelines.
- Interacts in a professional and respectful manner with City staff and the public.
- Trains other employees and volunteers as required.
- Conducts educational tours for the public as required.
- Attends work on a regular and dependable basis.
- Assumes other duties as assigned by Supervisor.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED Equivalent, and
- College-level course work in math, science, biology, and wastewater treatment plant operation and maintenance, and
- Two (2) to three (3) years of progressively responsible, related experience, including at least one (1) in the wastewater field, or
- An equivalent combination of experience and education.

Knowledge of:

- Washington State Laws relating to POTW's.
- City and Department rules, regulations, and policies.
- The methods, practices, procedures, tools, and equipment used in the operation, maintenance, and repair or sewage collection, pumping and treatment plant operations.
- Safety regulations and practices relating to wastewater treatment plants and related facilities, including applicable Federal, State and local regulations.

Ability to:

- Interpret engineering and technical specifications related to POTW construction and operations.
- Maintain various records and reports concerning the POTW facilities and operational requirements to be in compliance with local, Federal and State requirements.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Deal with the public and general contractors and suppliers courteously and tactfully.
- Communicate, read, write, and understand English at a level necessary for efficient job performance.
- Demonstrated skills in Word, Excel, and Outlook. Ability to learn other computer program applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid Washington State Wastewater Treatment Plant Operator Certification - Group I.

- Possession of a valid First Aid card or the ability to acquire within one year of appointment.
- Possession of a valid State of Washington Class "B" CDL at the time of appointment, or the ability to acquire such license within one year.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion an employee in this classification may perform duties of an employee in a higher classification.

SUPERVISION:

Work is performed under the supervision of the Wastewater Treatment Plant Manager.

TOOLS AND EQUIPMENT USED:

- Work involves the use of a calculator, personal computer and associated software.
- Use and operation of flow monitoring, sampling and testing equipment.
- Knowledge and use of applicable tools, instruments, computers, SCADA system, copiers, printers, fax machines, and other general office or field equipment related to the water systems.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work is performed in both the office and in the field, including project inspection and review involving driving to the site(s). Work involves moderate risk conditions, such as high level noise, dust or mud, moving vehicles or machines, cold and/or wet weather, toxic materials and toxic odors. Work requires some physical exertion, such as long periods of standing, walking over rough, uneven surfaces, wading in water, and recurring bending, crouching, reaching and occasional lifting of moderately heavy items such as catch basin grates or sewer manhole lids.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification. Other duties may be assigned and this description may be amended as needed.