

**CITY OF STANWOOD
PUBLIC WORKS DEPARTMENT
WASTEWATER DIVISION
WASTEWATER TREATMENT PLANT OPERATOR I AND II
UNION/NON-EXEMPT POSITION
Operator II Salary Range: \$4,779 - \$5,362
Operator I Salary Range: \$4,311 - \$4,895**

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems.

SUPERVISION RECEIVED

Works under the immediate supervision of the Utilities Superintendent.

SUPERVISION EXERCISED

Serve as lead worker over lower level operators or maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations.

Records statistical data concerning plant operations. Charts lab test results for trend analysis and maintains accurate records of analysis and test results. Evaluates data and writes reports, as required. Maintains monthly discharge monitoring reports.

Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements. Gathers and tests wastewater samples for plant efficiency reports, as required.

Performs quality control tests on lab equipment and lab analysis. Evaluates procedures and results for accuracy and determines appropriate methods.

Maintains department QA/QC manual.

Assures that plant operates within required standards.

Trains other Wastewater Division employees in acceptable lab methods and procedures, to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.

Operates and maintains sewage pump stations. Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

Performs locates on utilities and construction inspections for sewer as built for all new construction, as required.

Standby duty is required at this position.

Completes all other duties as assigned by the Utilities Superintendent or the Public Works Director.

PERIPHERAL DUTIES

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Level I:

Three to six years of related experience and exceptional performance as a Public Works Technician in the Wastewater field, valid Washington State Driver's License, flagger and confined space entry certification, CDL, CPR/First-Aid, high school diploma or GED, WWTP0 II, and must have attended pumps and motors training. Will be required to earn a WWTP0 III certificate within two years.

Level II:

All requirements of previous level.

Five to eight years of related experience (at least two years as a WWTPPO I and two years as a Public Works Technician in the wastewater field), exceptional performance at lower level and as a technician, WWTPPO III.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities. Working knowledge of laboratory procedures and practices.
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to perform process control calculations. (c) Ability to perform heavy manual tasks for extended periods of time;
- (d) Ability to communicate effectively verbally and in writing;
- (e) Ability to handle stressful situations, maintaining composure while under pressure;
- (f) Ability to follow and implement City safety guidelines and procedures;
- (g) Ability to provide quality customer service to the public, demonstrating a professional and can-do attitude while administering City regulations;
- (h) Ability to perform at a level commensurate with length of service;
- (i) Ability to produce a quality work product in a timely and efficient manner;
- (j) Ability to manage multiple tasks at one time and follow through on commitments;
- (k) Ability to use good judgment in making decisions;
- (l) Ability to provide innovative solutions to difficult problems, taking initiative to take on assignments without being asked;
- (m) Ability to work as a member of and support a team, treating others fairly and consistently and exhibiting a positive attitude;
- (n) Ability to follow rules provided by the City's Code of Conduct and Personnel Policy.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, [phone, calculator and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to talk, talk or hear, sit, climb or balance, stop, kneel, crouch or crawl and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, risk of electrical shock and vibration. The employee frequently is exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.