

March 22, 2012

**CITY OF RAYMOND
JOB DESCRIPTION OF
WASTEWATER TREATMENT PLANT
OPERATOR LEVEL II CLASSIFICATION**

POSITION DESCRIPTION:

FUNCTION:

This position represents responsibility within the Department of Public Works that is under the general supervision of the leadman/foreman. The primary function of the position is the emphasis on the operation of the wastewater treatment plant. The work requires knowledge of treatment processes, laboratory procedures and the operation and maintenance of a variety of mechanical, electrical control and instrumentation equipment.

The position requires weekend plant operation, as well as, holiday coverage on a revolving schedule. The work requires that the Lead Operator to direct the Operator Level Class II Certification in performing assigned tasks, as well as, having all work completed in a safe and orderly manner. The Operator Level Class II is responsible for any other operators with lower certification classifications in performing the work to be accomplished at the wastewater treatment plant while on duty as the highest certification classification. All work must be in accordance with accepted practices and the operational guidelines as established by federal and state wastewater standards and guidelines.

WORK EXAMPLES:

- Operate restricted elements of the wastewater treatment plant in accordance with the directions of the lead operator. Responsibilities may include record keeping, sampling, wash down, biosolids processing and hauling, ultra violet disinfection system, as well as, maintenance of other treatment plant process elements.
- Work with the wastewater pump stations and sewer collection personnel in maintaining, recording and logging the flow meter data and flows from Pump Stations 1 and 11 for influent operational levels.
- When the lead operator is not on the plant site distributing the work load to others, such as treatment system adjustments as directed by lead operator, taking and collecting sampling, laboratory testing, record keeping and any other daily routine work requirements.
- Trouble shoot mechanical and electrical problems for pumps, mechanical equipment, as required for normal operation of the plant.

- Responsible for the overall condition of the buildings and equipment at the wastewater treatment plant.

ACCOUNTABILITY CONDITIONS:

- This position is accountable for the safe and continuous operation of the wastewater treatment plant in providing a plant effluent in meeting the National Pollution Discharge Elimination System Permit (NPDES) as issued by the Washington State Department of Ecology (DOE).

WORKING CONDITIONS:

- Service and maintain the wastewater treatment plant standby generator for ready to use operation status when needed.
- Work is performed both in and out of doors in all types of weather. There are hazards associated with the operation of power tools and equipment, working around high voltage associated with pumps, air compressor and ancillary equipment.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to carry out work independently including the identification of problems and their respective adjustments and repairs.
- General knowledge of the federal and state regulations related to the operation of the wastewater treatment plant.
- Extensive knowledge of the practices, mechanics, methods, tools and materials used in the maintenance of the wastewater treatment plant pumps and motors and facilities.
- Extensive knowledge of the occupational hazards and appropriate safety precautions used in the operation power hand tools, mowers, pumps, etc. in accordance with the Washington State Department of Labor and Industries (L&I).
- Knowledge of the Washington State Motor Vehicle Laws.
- Knowledge of the proper methods of sampling.
- General knowledge concerning the reagents, glassware and instrumentation and procedures used in the testing of samples for compliance of the federal and state reporting requirements.
- Assist the Lead Operator in the training of others in laboratory procedures and operation of the wastewater treatment plant.

- Knowledge of the electrical and plumbing codes and procedures for the safe operation and maintenance of the wastewater treatment plant.
- Knowledge of electrical motor operations and the motor control equipment.
- Good oral and written communication skills.
- Ability to speak, read, and comprehends written instructions, as well as, technical maintenance manuals, etc.
- Provide assistance in budgeting, planning and reviewing work of others.
- Ability to establish and maintain effective working relationships with the general public, coworkers, city staff, outside consultants, federal and state agencies.
- Maintain and practice safe working habits and procedures for the operation of the wastewater treatment plant.

EXPERIENCE/EDUCATION:

- Graduation from a recognized high school or equivalent (GED).
- Requires four (4) years of on the job working and maintenance experience in the operation of a wastewater treatment plant(s).
- Certification as a Wastewater Treatment Plant Operator, Level II in the State of Washington by the Department of Ecology.
- Have a valid Washington State Drivers License.
- Supervision experience
- Capable of completing a varied work schedule with responsibility for being on 24-hour call.
- Basic knowledge in mathematics, physics, chemistry and English.