EMPLOYMENT OPPORTUNITY

POSITION: Wastewater Treatment Plant Operator

SALARY RANGE: $5,209 - $6,030/month

DEPARTMENT: Public Works

HOW TO APPLY: Please go to www.wenatcheewa.gov to view the job description including qualification requirements and download application materials.

The following constitutes a complete application package in the following order:

1) Letter of Interest/Cover Letter
2) Resume
3) Application for Employment
4) Supplemental Application

Complete application packages may be emailed (HR@WenatcheeWa.Gov), faxed (509-888-3636), or mailed to:

City of Wenatchee
Human Resources Department
PO Box 519
Wenatchee, WA 98801-0519

An incomplete application packet will not be considered.

CLOSING DATE: Open Until Filled
JOB DESCRIPTION

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.

POSITION: Wastewater Treatment Plant Operator  
DEPARTMENT: Public Works  
REPORTS TO: Wastewater Supervisor  
FLSA: Non-Exempt  
AFFILIATION: AFSCME Local 846  
DATE: January 2020

1.0 PURPOSE

1.1 To outline essential job duties, qualification requirements and working conditions for the position of Wastewater Treatment Plant Operator.

2.0 ESSENTIAL JOB FUNCTIONS

2.1 Responsible for operations and maintenance of treatment and sludge processing equipment in a safe and efficient manner to control flow and processing of wastewater, sludge and effluent.

2.2 Performs process control, laboratory functions and routine maintenance of the collection system to ensure process balance.

2.3 Inspects, adjusts, operates and maintains aerated chambers, mechanical bar screens, air blowers, centrifugal and positive displacement pumps, primary and secondary clarifiers, gravity belt thickener, belt filter press, primary and secondary anaerobic digesters, gas mixing system, boiler, heat exchanger, aeration basins, electrical motors, hypochlorite system and UV disinfection equipment.

2.4 Operates and maintains sewage pump stations. Cleans wet wells, basins, tanks and clarifiers.

2.5 Obtains wastewater samples and performs routine laboratory analysis and calculations to determine unit and plant efficiencies. Ensures compliance with, and accurately documents, the National Pollution Discharge Elimination System (NPDES) permit testing requirements. Evaluates data to ensure quality standards are met.

2.6 Works closely, and collaborates effectively, with plant, environmental and engineering staff.

2.7 Documents and maintains complete and concise operations logs and records. Prepares process control reports and presents findings.

2.8 Monitors and maintains an organized, clean and safe work environment. Performs general clean up tasks throughout shift.

2.9 Adheres to established safety procedures and utilizes safety equipment as required.

2.10 Performs work in compliance with instructions, policies, procedures and legal requirements.

2.11 Maintains current procedures and tasks to explain position responsibilities. Creates, updates and implements process improvement procedures, tasks, workflows and systems.

2.12 Performs other duties as needed or directed.

3.0 QUALIFICATION REQUIREMENTS

3.5 High School Diploma or GED.

3.6 Three years of operational experience in a wastewater treatment plant.

3.7 Current WA Department of Ecology Group II Wastewater Operator Certificate.

3.8 Must obtain a WA CDL Class B Driver License (tanker endorsement/air brake restriction removed) within six (6) months of hire and maintain throughout employment.

Requires knowledge of:

3.9 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
3.10 Safety and security hazards, precautions, standards, policies and procedures.
3.11 Equipment, materials, testing and operating procedures of a modern wastewater treatment plant.
3.12 Principles and procedures of process control methods and wastewater testing and treating chemicals.
3.13 Federal, state and local environmental regulations applicable to water quality standards associated with effective operation and maintenance of a wastewater treatment facility.
3.14 Mathematics including basic algebra.
3.15 Computer operation and software including Microsoft Office products.

Requires the ability to:
3.16 Consistently represent the City by maintaining a professional demeanor in all activities.
3.17 Foster a positive and productive work environment.
3.18 Establish and maintain effective team oriented working relationships with other employees.
3.19 Support a strong culture of safety. Participate in safety training. Adhere to City policies and procedures. Use Personal Protective Equipment (PPE) as appropriate. Report safety issues or concerns to management in a timely manner. Encourage others to behave in a safe manner.
3.20 Safely and efficiently operate plant equipment and conduct routine tests and analysis.
3.21 Interpret and make accurate readings from meters, charts, instruments and gauges.
3.22 Plan, organize, prioritize and coordinate work assignments. Take appropriate initiative.
3.23 Apply sound judgment and problem-solving skills to make logical, timely and consistent decisions. Facilitate effective problem resolution. Make recommendations to improve efficiency and accuracy of systems and processes.
3.24 Be attentive to detail and maintain a high degree of accuracy.
3.25 Understand and appropriately apply technical manuals, terminology, instructions, policies, procedures, legal requirements, rules and regulations.
3.26 Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with management, employees, representatives of other entities and the public.
3.27 Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed.
3.28 Maintain current knowledge and adapt to new technologies, keeping technical skills up to date.
3.29 Develop ways to identify, improve and promote efficient systems and processes.
3.30 Maintain confidentiality.

4.0 WORKING CONDITIONS
4.1 Work is performed in plant and outdoor setting, in dirty environments in all weather conditions.
4.2 Exposed to raw sewage and toxic or unpleasant odors. May be exposed to hazards from obstacles, machinery and chemicals associated with the treatment plant, collection system and bio-solids processing sites. Occasionally exposed to airborne particles.
4.3 Occasional work is performed in high, precarious places.
4.4 Noise levels range from quiet to very loud requiring ear protection.

Requires the ability to:
4.5 Use appropriate safety equipment and follow safety policies, practices and procedures.
4.6 Work outdoors for extended periods under unfavorable weather conditions.
4.7 Maintain good eyesight, required for close and distant vision.
4.8 Reach with hands and arms. Regularly and frequently stand, walk, ambulate up and down ladders and stairs, and have good hand to eye coordination, and finger dexterity to handle, feel and/or operate objects, tools and controls. Balance, bend, stoop, kneel and talk and hear with background noise.
4.9 Lift and/or move up to 25 pounds and occasionally up to 55 pounds.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. 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 balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Wenatchee may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.
APPLICATION FOR EMPLOYMENT

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NAME

Last
First
M.I.

ADDRESS

Street
Apt. #

City
State
Zip

PHONE

Home
Work
Cell

EMAIL


List specific position/title applying for

Date available for work

Will accept:
Regular Full-time
Regular Part-time
Temporary

Have you filed an application or been employed here before?

Yes
No

Date(s)

Are you able to provide proof of your eligibility to work in the U.S. if offered employment?

Yes
No

Do you have a valid Washington State Driver's License?

LIC #:
Expiration Date:

Are you able to perform the primary duties of the job as outlined in the job description?

Yes
No

(No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the primary job duties.)
EDUCATION AND FORMAL TRAINING

HIGH SCHOOL
Do you have a high school diploma or GED? □ Yes  □ No

COLLEGE OR UNIVERSITY
Please list names of educational institutions you attended which are relevant to the position you are seeking.

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<th>LOCATION</th>
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SPECIALIZED TRAINING

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List any skills you possess or machines you can operate that qualify you for the position:

List any special licenses, registrations or training, including seminars and workshops, which qualify you for the position:

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EMPLOYMENT HISTORY

Begin with your current or most recent job and list your employment experience. Include military service and any volunteer work which has provided you experience that qualify you for this position. Use additional sheets if necessary.

**PLEASE NOTE:** Information obtained from previous employers and/or references is confidential.

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<td>REASON FOR LEAVING:</td>
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<td>MAY WE CONTACT THIS EMPLOYER?</td>
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**PRIMARY DUTIES:**

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PRIMARY DUTIES:
ADDITIONAL INFORMATION

Please provide any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

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PLEASE READ CAREFULLY BEFORE SIGNING

I confirm the information I have provided in my application is true, complete and accurate. I understand that any information I provide (or fail to provide) that is found to be false, incomplete or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, the City of Wenatchee, its representatives, employees or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of information provided by me in this application. I hereby waive all rights and claims I may have regarding the City of Wenatchee or its representatives for seeking, gathering and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand and accept all terms listed above. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature  Date

Last revised 07/19
SUPPLEMENTAL APPLICATION
Wastewater Treatment Plant Operator

Name ______________________________________

Please answer all questions and submit with your completed City of Wenatchee application materials (cover letter, resume, general application and supplemental application).

### MINIMUM QUALIFICATION REQUIREMENTS

1. □ YES □ NO  Do you have a high school diploma or GED?
2. □ YES □ NO  Do you have three years of operational experience in a wastewater treatment plant?
3. □ YES □ NO  Do you have a current WA Department of Ecology Group II Wastewater Operator Certificate?
4. If you do not have the education or experience specified in Questions #1-3 above, list the equivalent combination of education, training and experience that you believe provides you with the required skills, knowledge and abilities for this position.
   
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

### PREFERRED QUALIFICATIONS

5. □ YES □ NO  Do you have a WA State Class B CDL?
6. □ YES □ NO  If yes to #5, do you have the tanker endorsement/air brake restrictions removed?

I certify that the information contained in this supplemental application and in any attachments is true and complete without embellishment. I understand all answers in this supplemental application are part of the application process and, as such, are subject to verification.

Applicant Signature ___________________________ Date ___________________________