



EMPLOYMENT OPPORTUNITY

POSITION: Wastewater Treatment Plant Maintenance Technician

SALARY RANGE: \$4,943 – \$5,722/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) or mailed to:

City of Wenatchee
Human Resources Department
PO Box 519
Wenatchee, WA 98807-0519

An incomplete application packet will not be considered.

INITIAL REVIEW DATE:
3:00 P.M., Friday, February 26, 2021

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.



Apple Capital of the World



JOB DESCRIPTION

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POSITION:	WWTP Maintenance Technician	DEPARTMENT:	Public Works
REPORTS TO:	Wastewater Supervisor	FLSA:	Non-Exempt
AFFILIATION:	AFSCME Local 846	DATE:	January 2021

1.0 PURPOSE

- 1.1 To outline essential job duties, qualification requirements and working conditions for the position of Wastewater Treatment Plant (WWTP) Maintenance Technician.

2.0 ESSENTIAL JOB DUTIES

- 2.1 Maintains, repairs, rebuilds and cleans plant infrastructure and Sewage Lift Station systems and equipment including but not limited to environmental control, ultraviolet light disinfection, chemical metering, mechanical bar screens, air blowers, centrifugal and positive displacement pumps, submersible pumps and mixers, pump control, clarifiers, gravity belt thickener, belt filter press, anaerobic digesters, gas mixing, boiler, heat exchanger and electrical motors.
- 2.2 Provides skilled maintenance and technical support of utility wastewater collections, processing and reclamation control systems.
- 2.3 Develops, plans, prioritizes, implements and documents effective preventative maintenance programs.
- 2.4 Operates equipment. Troubleshoots and repairs electrical components such as programmable logic controllers (PLC), Variable Frequency Drives (VFD's), Uninterruptible Power Supplies (UPS's), safety system components, telemetering and monitoring systems.
- 2.5 Installs, calibrates, maintains, troubleshoots, diagnoses and modifies (as needed) the Supervisory Control and Data Acquisition System (SCADA).
- 2.6 Procures parts and maintains inventory. Researches, verifies and ensures parts and materials are available for timely equipment maintenance.
- 2.7 Coordinates work with supervisor and operators to maintain process balance with an understanding of treatment plant operating procedures.
- 2.8 Monitors and maintains an organized, clean and safe work environment. Performs general clean up.
- 2.9 Adheres to established safety procedures and utilizes safety equipment as required.
- 2.10 Maintains current documentation of procedures and tasks to explain position responsibilities.
- 2.11 Creates, updates and implements process improvement procedures, tasks, workflows and systems.

Other job functions:

- 2.12 Assists WWTP and Regional Water Plant Operators, as needed.
- 2.13 Performs other duties as assigned.

3.0 QUALIFICATION REQUIREMENTS

- 3.1 High School Diploma or GED. Two years of technical college courses in industrial electrical/mechanical maintenance preferred. WA State Electrician License preferred.
- 3.2 Two (2) years of wastewater, electrical/instrumentation, mechanical or related industry experience.
- 3.3 Must possess a current WA State Driver's License and maintain throughout employment.
- 3.4 Must obtain a WA State Class B CDL (tanker endorsement/air brake restriction removed) within six (6) months of hire and maintain throughout employment.
- 3.5 Must obtain a Wastewater Plant Operator Class II certification within three (3) years of hire and maintain throughout employment.

Requires knowledge of:

- 3.6 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
- 3.7 Principles of operation, maintenance and repair of pumps, motors, hydraulic, pneumatic control systems, valves and related mechanical and electrical equipment.
- 3.8 Federal, state and municipal laws and regulations governing wastewater facilities.

Requires knowledge of (continued):

- 3.9 Computer operation and a variety of software including Microsoft Office suite of products and database systems including Supervisory Control and Data Acquisition (SCADA), PLC Logic and other electrical, instrumentation and controls systems.
- 3.10 Safety and security hazards, precautions, standards, policies and procedures.

Requires the ability to:

- 3.11 Read, interpret and apply engineering schematics, drawings, blueprints, maintenance manuals, parts manuals and maintenance records.
- 3.12 Diagnose and repair plumbing, electrical and electronic systems. Troubleshoot and program PLC's.
- 3.13 Proficiently fabricate using various welding techniques.
- 3.14 Consistently represent the City by maintaining a professional approach and demeanor in all activities.
- 3.15 Foster a positive and productive work environment. Respond to inquiries in a timely manner.
- 3.16 Support a strong culture of safety; actively participate in safety trainings; comply with regulations; adhere to City policies and procedures; use Personal Protective Equipment (PPE); report safety issues or concerns to leadership in a timely manner; encourage others to behave in a safe manner.
- 3.17 Be attentive to detail and maintain a high degree of accuracy.
- 3.18 Understand and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations.
- 3.19 Apply sound judgment, analytical and creative problem-solving techniques to make reasoned, timely and consistent decisions. Facilitate effective problem resolution.
- 3.20 Effectively complete projects in a timely manner while managing multiple and competing demands. Plan, organize, prioritize and coordinate work assignments. Take appropriate initiative.
- 3.21 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.
- 3.22 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.
- 3.23 Develop ways to identify, improve and promote efficient systems and processes.
- 3.24 Maintain current knowledge and adapt to new technologies, keeping technical skills up to date.
- 3.25 Ensure confidentiality is maintained as required and sensitive information is handled appropriately.
- 3.26 Operate office equipment and perform basic Microsoft Office software functions.

4.0 WORKING CONDITIONS

- 4.1 Work is performed at the WWTP and other field locations in all weather conditions. Frequent exposure to wet and humid conditions. Temperatures range from above 100 degrees in the summer to below freezing in the winter.
- 4.2 Noise levels range from quiet to very loud requiring ear protection.
- 4.3 May be exposed to mechanical, electrical and chemical hazards associated with plants, collection systems and bio solids processing sites.
- 4.4 May perform duties outside of normal office hours. Travels by car, truck or commercial vehicle.

Requires the ability to:

- 4.5 Use appropriate safety equipment and follow safety policies, practices and procedures.
- 4.6 Have flexibility in work hours, report to work on an emergency basis with short notice and respond to equipment failures on an on-call basis.
- 4.7 Maintain good eye sight required for close and distant vision and adjusting focus.
- 4.8 Work in close quarters and confined spaces. Reach with hands and arms. Sit, stand, walk, bend over, twist at waist, stoop, kneel, crouch, crawl and ambulate up and down ladders and stairs.
- 4.9 Have good hand to eye coordination and finger dexterity to handle, feel and/or operate objects, tools and controls. Traverse varying terrain and obstacles such as pipes and ditches.
- 4.10 Lift and/or move up to 50 pounds and occasionally up to 100 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.



P.O. Box 519
301 Yakima Street, 3rd Floor
Wenatchee, WA 98807-0519
(509) 888-3603 fax (509) 888-3636

APPLICATION FOR EMPLOYMENT

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.

NAME _____
Last First M.I.

ADDRESS _____
Street Apt. #

City State Zip

PHONE _____
Include Area Code Home Work Cell

EMAIL _____

List specific position/title applying for _____

Date available for work _____ Will accept: Regular Full-time Yes No
Regular Part-time Yes No
Temporary Yes No

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? Yes No

LIC #: _____ Expiration Date: _____

Are you able to perform the primary duties of the job as outlined in the job description? Yes No

If no, please explain: _____

(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.

<u>NAME</u>	<u>LOCATION</u>	<u>DEGREE OR COURSE OF STUDY</u>	<u>DATE ATTENDED</u>
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SPECIALIZED TRAINING

<u>NAME</u>	<u>LOCATION</u>	<u>COURSE OF STUDY</u>	<u>DATE ATTENDED</u>
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List any skills you possess or machines you can operate that qualify you for the position:

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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.

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PRIMARY DUTIES:

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PRIMARY DUTIES:

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:
FROM			
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code
TO		POSITION(S) HELD:	REASON FOR LEAVING:
MONTH	YEAR	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:
FROM			
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code
TO		POSITION(S) HELD:	REASON FOR LEAVING:
MONTH	YEAR	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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.

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



SUPPLEMENTAL APPLICATION

Wastewater Treatment Plant Maintenance Technician

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 two (2) years of wastewater, electrical/instrumentation, mechanical or related industry experience?
3. YES NO Do you have a WA State Driver's License?
4. If you do not have the education or experience specified in Questions #1-2 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 two (2) years of technical college courses in industrial electrical/mechanical maintenance?
6. YES NO Do you have a WA State Electrician License?
7. YES NO Do you have a WA State Class B CDL?
8. YES NO If yes to #7, do you have the tanker endorsement/air brake restrictions been removed?
9. YES NO Do you have a Wastewater Plant Operator Class II certification?

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 _____