



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:	February 2017

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.
- 3.1 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.
- 3.2 Operates and maintains sewage pump stations. Cleans wet wells, basins, tanks and clarifiers.
- 3.3 Obtains wastewater samples and performs routine laboratory analysis and calculations to determine unit and plant efficiencies. Ensures tests required under the National Pollution Discharge Elimination System (NPDES) permit are performed and accurately documented.
- 3.4 Works closely with the environmental and engineering divisions.
- 2.3 Documents and maintains complete and concise operations logs and records. Prepares process control reports and presents findings.
- 2.4 Monitors and maintains an organized, clean and safe work environment. Performs general clean up tasks throughout shift.
- 2.5 Adheres to established safety procedures and utilizes safety equipment as required.
- 2.6 Performs work in compliance with instructions, policies, procedures and legal requirements.
- 2.7 Serves on rotating "on-call" duty 24-hours per day for seven days per week.

Other job functions:

- 2.8 Assists with maintenance of storm and collection systems.
- 2.9 Trains and provides technical guidance to less experienced employees, as assigned.
- 2.10 May be temporarily assigned to other divisions as needed for support including but not limited to snow plowing, sanding and de-icing application.
- 2.11 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 Current WA CDL Class B Driver's License (tanker endorsement/air brake restriction removed).

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, procedures and practices of process control methods and chemicals used in testing and treating wastewater.
- 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 Effectively and efficiently operate plant equipment and conduct routine tests and analysis.
- 3.17 Interpret and make accurate readings from meters, charts, instruments and gauges.
- 3.18 Ensure strict adherence to safety policies, procedures and regulations.
- 3.19 Consistently represent the City by maintaining a professional demeanor in all activities.
- 3.20 Foster a positive and productive work environment.
- 3.21 Establish and maintain effective team oriented working relationships with other employees.
- 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.
- 3.24 Be attentive to detail and maintain a high degree of accuracy in performing duties and maintaining records of duties performed.
- 3.25 Appropriately understand and 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 Develop ways to identify, improve and promote efficient systems and processes.
- 3.29 Maintain confidentiality.

4.0 WORKING CONDITIONS

- 4.1 Work is performed in treatment plant and outdoor settings, in very dirty environments in all weather conditions. Temperatures range from above 100 degrees in summer to below freezing in winter.
- 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 of time under unfavorable weather conditions.
- 4.7 Maintain good eye sight, 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.

Revised 02/16/17 (KP)