

March 22, 2012

**CITY OF RAYMOND
JOB DESCRIPTION OF
WASTEWATER TREATMENT PLANT
OPERATOR LEVEL III 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 principal function of the position is the single emphasis of the complete operation of the wastewater treatment plant. The work requires the scheduling of the daily responsibilities for the operators and operators in trainings. The position also requires the knowledge of the treatment processes, laboratory procedures, biosolids handling and disposal thereof, the operation and maintenance of a variety of mechanical, electrical control and instrumentation equipment.

The position requires weekend plant operations, as well as, holiday coverage on a revolving schedule. The work requires that the lead operator must hold a Wastewater Treatment Plant Operator Level III Certification. The lead operator is responsible for all reports to be files with the Department of Ecology and the direction and control of the treatment plant processes. He shall be responsible to ensure that all work is in accordance with accepted practices and the operational guidelines as established by federal and state wastewater standards and guidelines.

WORK EXAMPLES:

- Establish and enforce the restricted operational parameters for the operation of the wastewater treatment plant. Responsibilities include all record keeping, sampling procedures, wash down, biosolids processing and hauling, ultra violet disinfection system, as well as, maintenance of other treatment plant processes as are required.
- Be responsible for the efficient and correct operational procedures concerning all laboratory work conducted. Establish and maintain the certification of the laboratory to conduct the required testing for operation and reporting.
- Responsible for having all work being completed in a safe and orderly manner.
- Ensure that the wastewater pump station and sewer collection personnel provide the recorded information required in logging the data and the flows from Pump Stations 1 and 11 for influent operational levels and the regional accounting parameters.
- Provide written operation procedures and work schedules for the designated Backup Operator for taking and collecting samples, laboratory testing, record keeping, biosolids

removal and disposal and any other daily routine work requirements when the lead operator is scheduled to be off duty.

- Oversee the trouble shooting of electrical and mechanical problems for pumps, mechanical equipment as required for normal operation of the plant.
- Oversee the service and maintenance of the plant standby generator for ready to use operation status when needed.
- Responsible for the overall appearance and condition of the buildings, equipment and grounds.
- Knowledge of work place hazards and the appropriate safety procedures associated with the work being assigned.

ACCOUNTABILITY CONDITIONS

- Responsible for the daily logs for the flow and the strength of the wastewater influent that needs to be available for the billing cycle of the Regional Wastewater Coordinating Committee (RWCC).
- Establish and enforce work place hazard awareness for the safe and continuous operation of the wastewater treatment plant in providing a quality effluent to meet the National Pollution Discharge Elimination System (NPDES) limits.

WORKING CONDITIONS

- Administer the work assignments with the staff so that the proper clothing is worn in and out of doors in all types of weather. Instill a high level of safety associated with hazards associated with the operation of power tools and equipment working around high voltage associated with the wastewater treatment plant's pumps, and equipment.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Ability to carry out the work independently including the identification of problems and their respective adjustments and repairs.
- 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, as well as, other equipment and facilities.

- Extensive knowledge of the occupational hazards and appropriate safety precautions used in the handling of power tools, movers, pumps, etc. in accordance with the Washington State Department of Labor and Industries (L&I).
- Knowledge of the proper sampling procedures.
- Knowledge of electrical and plumbing codes/procedures for that safe operation and maintenance of the wastewater treatment plant facilities.
- Knowledge of electrical motor operation and the motor control equipment.
- Good oral and written communication skills.
- Ability to speak, read and comprehend written instructions, as well as, technical manuals, etc.
- Ability to establish and maintain effective working relationships with the general public, coworkers, city staff, outside consultants, federal and state agencies, as well as, equipment representatives.

EXPERIENCE/EDUCATION

- A graduate from a recognized high school or equivalent (GED).
- Requires a minimum of four (4) years of working and maintenance experience in the operation of a wastewater treatment plant(s).
- Certification as a Wastewater Treatment Plant Operator, Level III in the State of Washington by the Department of Ecology.
- Have a valid Washington State Driver's License.
- Supervision experience.
- Capable of completing a varied work schedule with the responsibility of being on a twenty-four (24) hour call.
- Basic knowledge in mathematics, physics, chemistry and English.
- Have a high proficiency level in conducting the laboratory tests required for the operation of the wastewater treatment plant and the filing of testing results to the regulatory agencies.