



### WWTP Operator 3

<b>Department:</b>	Public Works – Wastewater Treatment	<b>Pay Grade:</b>	N
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	February 20, 2024	<b>Reports To:</b>	WWTP Manager

**POSITION PURPOSE:** The WWTP Operator 3 is the journey-level classification within the WWTP Operator series. The Operator 3 is distinguished from the Operator 2 by certification, demonstrated understanding of equipment operation, ability to perform standby assignments, ability to lead and train subordinate staff as necessary, and be in responsible charge of an assigned shift. Progression through the WWTP Operator classification series (1-3) is effective upon meeting the requirements for the higher classification including Wastewater Certification level and completion of the minimum competence and performance requirements as established by the Labor Management Conference Committee (LMCC).

Under the direction of the WWTP (Wastewater Treatment Plant) Manager, the Wastewater Treatment Plant (WWTP) Operator 3 receives assignments from the WWTP Supervisor via verbal directives, work orders, email or written log that requires the incumbent to understand, investigate and determine the appropriate procedures to complete the work. The WWTP Operator 3 may receive direction from the lead operator or supervisor and be required to work independently with little or no direct supervision. Incumbents may give direction when necessary and provide training to other Operators but do not supervise staff. Participates in standby assignment as needed.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides direction, training and work review for subordinate employees; may need to organize and assign work, set priorities, and follow-up to ensure coordination and completion of assigned work. Keeps Management informed of staffing needs, concerns and issues that affect personnel performance.
- Performs a variety of skilled work in the operation, maintenance, sampling and other activities to ensure continuous operation of the wastewater treatment plant facilities and equipment to include: scrubbing, steam cleaning, painting, basic carpentry, mechanical repair, changing oil and HVAC filters.
- Operates pumps, motors, valves, samplers, and gauges through mechanical and computerized systems.
- Performs monitoring rounds; operates, adjusts and maintains wastewater treatment plant equipment to achieve desired process control objectives and equipment performance.
- Inspects and cleans equipment; removes obstructions and debris in traps, pumps and sewage wet wells.
- Enters process tanks and other confined spaces in order to perform inspections, cleaning, and maintenance.

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- Assures proper equipment operations and reports any failures or operational issues to supervisor; initiates work orders and requests; monitors variable drives, various pumps, motors and drive units for proper operation. Starts, stops and isolates equipment and assists with required maintenance, repair or replacement.
- Coordinates and collects lab samples according to established operating procedures to ensure permit compliance and process control. Sets up, programs, monitors and maintains remote samplers.
- Performs laboratory tests for permit compliance according to established procedures. Completes related lab records and charts as required. Interprets lab and process data and recommends and/or makes process changes as necessary.
- Advanced operation, monitoring and adjusting associated odor control and air quality monitoring equipment according to established procedures to ensure permit compliance. Operates, monitors, and adjusts associated odor control and air quality monitoring equipment according to established procedures to ensure permit compliance.
- Monitors and controls all chemical feed systems; inspects, troubleshoots and operates chemical feed pumps and ensures proper configuration.
- Follows and ensures all safety regulations and practices are adhered to. Maintains SDS system as assigned.
- Ensures logbook, reports, bench sheets and work orders are properly documented in a consistent manner.
- Monitors SCADA system to ensure process is within established parameters; ensures that the control strategies are properly configured; for example: flow distributions, dissolved oxygen levels, instrument are calibrated, temperatures and pressures are within acceptable ranges.
- Calculates efficiencies and uses trending tools to evaluate and troubleshoot process efficiencies.
- Conducts tours of plant for the general public as assigned.
- Works varying shifts including work day, swing and graveyard shifts, weekends and holidays as scheduled. Works standby assignments, extended shifts, call backs and in other emergency situations.

**Required Knowledge of:**

- Advanced mechanical equipment maintenance, repair and operation of pumps, motors, valves, samplers, and gauges through mechanical and computerized systems.
- Advanced operation, monitoring and adjustments of associated odor control and air quality monitoring equipment according to established procedures to ensure permit compliance.
- Advanced Operation and use of hand and power tools.
- Full understanding of methods, equipment and materials used in groundskeeping, maintaining building and facilities in good repair.
- Full understating of current practices in secondary wastewater treatment operations including physical, chemical and biological characteristics.
- Full understanding of laboratory procedures and analysis, as well as record keeping and practices.
- Solids handling and disposal regulations related to EPA 503 regulations.
- Detailed understating of hazardous chemicals handling and disposal requirements related to SDS.
- Advanced knowledge of various types of Wastewater Treatment Plant instrumentation.
- Chemistry and microbiology related to wastewater treatment.
- Health and safety regulations related to plant operation and maintenance.

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- Technical record keeping and report preparation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform work assignments.
- English usage, spelling, grammar, and punctuation.

**Required Skill in:**

- Reading and understanding design drawings and equipment specifications used in the processes.
- Advanced operation and maintenance of the Wastewater Treatment Plant and ensuring plant processes are in compliance with local, state and federal discharge limits.
- Detailed understating and adherence to protecting the health and safety of self, personnel, the public and the environment while observing health and safety regulations and procedures; wearing appropriate and required Personal Protective Equipment.
- Advanced operation of a variety of machinery, and vehicles.
- Advanced operation of computerized and mechanical equipment used to control plant processes.
- Fully understands how to identify and resolve operational, technical and procedural problems and properly respond quickly to operational issues and emergencies.
- Full awareness of potentially hazardous situations and proper reporting of potential safety hazards or violations.
- Performing skilled plant maintenance and housekeeping work.
- Detailed interpretation, analysis and evaluation of chemical, biological and physical data and advising and coordinating appropriate action when necessary.
- Working independently with little direction and determining appropriate action within clearly defined guidelines.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining cooperative and effective working relationships with others, including dealing successfully with business representatives and the public.
- Maintaining accurate log readings, operating information and a variety of records, logs, files and reports.
- Reading and understanding written and verbal instructions and communicating technical information clearly and concisely both orally and in writing.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

High School Diploma/GED Certificate supplemented by college level coursework relevant to wastewater treatment and four (4) years of experience maintaining and operating wastewater systems.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

**Required Licenses or Certifications:**

- A Valid Driver's license is required at time of hire. A State of Washington Driver's License is required within 30 days from date of hire.

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- Unrestricted Washington State Wastewater Treatment Plant Operator Group III Certification or out of state equivalent and the ability to attain an Unrestricted WA Group III WWTPPO Cert within 6 months of date of hire.
- First Aid/CPR card within 6 months of date of hire.
- Forklift license with 6 months of date of hire.
- Must be able to successfully complete and pass a background check.
- This is a City identified non-DOT safety sensitive position and is subject to pre-employment, reasonable suspicion, and post-accident drug testing.

**WORKING CONDITIONS:****Environment:**

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.
- Working in a confined or classified space.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of grounds equipment and power and hand tools.
- Operating a computer keyboard or other office equipment.
- Reading a variety of materials and instruments and possess close vision, far vision, side vision, depth perception, night vision and color vision.
- Ascending/descending ladders.
- Lifting/ carrying or otherwise moving or transporting heavy objects frequently up to 50lbs.
- Sitting/standing or otherwise remaining in a stationary position for extended periods of time
- Walking or otherwise moving over rough or uneven surfaces while performing inspections and investigations.
- Performing repetitive motions, including: balancing, stooping, kneeling, bending, crouching, crawling, reaching overhead, above the shoulders and horizontally, and standing, pushing, pulling and using stairs.
- Working in confined spaces.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Exposure to chemicals used in Wastewater treatment such as: Sodium Hypochlorite, Caustic Soda, Bisulfate, Polymers, Clay, Lime and Carbon.
- Exposure to raw and treated sewage, odors associated with sewage treatment, high heat and moving equipment.
- Exposure to cleaning chemicals, herbicides and dust.
- Working at heights using ladders and structures.
- Working around and with sometimes noisy machinery having moving parts.

**JOB DESCRIPTION**

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- Exposure to slippery surfaces, damp spaces.
- Exposure to electrical power including high voltage.

**Incumbent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_