

Wastewater Plant Operator

DEPARTMENT: Public Works **CLASSIFICATION:** Non-Exempt

POSITION SUMMARY: Perform various duties required to operate and maintain the City's wastewater treatment facility, collection system, and associated lift stations in compliance with local, State and Federal regulations; while meeting the specific effluent standards established by the facility's NPDES waste discharge permit.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Perform daily visual inspections of wastewater treatment facility equipment and processes to ensure proper working condition and cleanliness per established requirements and complete corrective and preventative maintenance on equipment at the wastewater treatment facility, collection system, and associated lift stations to ensure efficient, reliable operation.
- Make necessary equipment adjustments as established by operations and maintenance procedures.
- Interpret process control laboratory data and adjust to meet targets set by process control guidelines. Make recommendations for process changes.
- Prepare biosolids for land application by proper operation of handling and dewatering equipment. Load biosolids spreading truck, and land apply facility biosolids. Process dried biosolids for land application or customer delivery/pick-up. Prepare related reports for submission to regulatory agencies.
- Enter and retrieve data from facilities computerized data system. Use process control systems to operate and control treatment processes.
- Maintain logs and records as required by the NPDES permit, the plant's quality assurance/quality control program and DEQ/EPA rules and regulations regarding wastewater flow and treatment plan operation and maintenance activities. Assist with preparation of required reports.
- Evaluate and isolate problems with procedures, equipment and operational system and make corrective recommendations as necessary.
- Collect samples from treatment plant process, complete appropriate laboratory tests, and record data as required by local, state, and federal regulations. Collect and prepare samples for specialized analyses by outside laboratories.
- Clean up spills of oil, sludge, and other materials found in the work area.
- Inspect and maintain materials, supplies, tools and equipment.

- Perform routine custodial/maintenance duties to keep buildings, furnishings, grounds clean, and in good appearance within the wastewater and storm water facilities.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Emulate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Assist Wastewater and Storm Collections System Operator on an as-needed basis.
- Maintain proficiency and required certifications in areas of responsibility.
- Recommend modifications and new safety rules and procedures for facilities.
- Serve on various committees as assigned.
- Position is subject to emergency on-call response after normal duty hours on a rotational basis. Positions may require working rotating shifts, weekends or holidays.
- Perform various duties associated with field crews within the Public Works Department as workload and staffing levels dictate.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Associates Degree in chemistry, biology, or a waste treatment discipline, plus certification as a current Oregon Grade II Wastewater Treatment System Operator and three years of experience in wastewater treatment operations or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Possession of an Oregon Grade I Wastewater Collections System Operator Certification is preferred.
- Knowledge of principles, methods, tools, and equipment used in treatment facility operations and maintenance, including biological and chemical nutrients, and wasting strategies.
- Knowledge of solids processing and related principles of chemistry and biology; principles of sample collection and preservation, safety and bio-hazards associated with sewage treatment and routine process control laboratory tests.
- Ability to communicate effectively verbally and in writing; to understand and carry out written and oral instructions in English.

- Skill in operation of tools and equipment including a telephone, computer, calculator, a variety of laboratory equipment and other related industry equipment.
- Knowledge of Microsoft Office Suite.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of a current Oregon Grade II Wastewater Treatment System Operation Certificate. Preferred but not required, possession of a current Oregon Grade III Wastewater Treatment System Operation certificate.
- Possession of or the ability to obtain within three (3) years of employment an Oregon Grade I Wastewater Collection System Operation certification.
- Possession of a current driver's license and the ability to obtain within one year of employment an Oregon Class B Commercial Driver's License (CDL).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in height, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- Entry to confined spaces is required on an infrequent basis.
- The noise level in the work environment is usually moderately loud.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- This position requires mobility and agility to move about the worksite as demands dictate.
- The employee is frequently required to stand, bend, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision,

depth perception, and the ability to adjust focus.

- The employee must be able to operate a vehicle to drive to various locations.

SUPERVISION

- Works under the general direction of the Sewer System Supervisor and receives additional direction from the Wastewater Treatment Facility Chief Operator.
- Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Port Orford is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Wastewater Plant Operator

Date