Wastewater Treatment Facility Operator 2

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.
• 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 Treatment Facility Operator 2  Date

______________________________  ____________________
Public Works Director  Date
**City of Port Orford**

555 West 20th Street  
P.O. Box 310  
Port Orford, OR 97465  
541-332-3681 (v) 877-281-5307

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May we contact your work?  ____ Yes  ____ No  Social Security Number  

Can you demonstrate that you are a U.S. Citizen or that you are legally authorized to work in the United States?  

Driver’s License #  _______ State  _______ Exp. Date  _______

Proof of driving record required for some positions

Are you 18 years of age or older?  ____ Yes  ____ No  
If applying for a Police Officer position, are you 21 years or over?  ____ Yes  ____ No

Have you previously been employed by the *City of Port Orford*?  ____ Yes  ____ No  
If yes, please explain:  
When  ____ Position  

...  

**EDUCATION**

Do you have a High School Diploma or a General Equivalency Certificate (GED)?  ____ Yes  ____ No

**SCHOOL ATTENDED AFTER HIGH SCHOOL OR SPECIAL TRAINING RECEIVED**

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SKILLS AND ABILITIES

List any special training, certificates, professional or vocational licenses, registration, machine skills, office equipment skills, languages, or other special job-related skills including computer equipment and programs you can operate and typing/word processing speed you may have that are pertinent to the position for which you are applying:


EMPLOYMENT HISTORY

Beginning with your present or most recent job, describe your work experience during the past ten years. In addition, list any other prior experience related to the duties of the position for which you are applying, including all non-paid or volunteer work.

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Employed From ________________ To ________________

Reason for leaving ____________________________________ Starting Salary $____________

May we contact this employer for reference? _____ Yes _____ No Ending Salary $____________

Employing Firm ______________________________________ Address ________________________ Phone # ________________________

Job Title ____________________________________________ Supervisor’s Name/Title/Phone ________________________

Specific Duties: _____ Full-time _____ Part-time ____________________________________________

Employed From ________________ To ________________

Reason for leaving ____________________________________ Starting Salary $____________

May we contact this employer for reference? _____ Yes _____ No Ending Salary $____________

If additional space is required, please attach necessary pages to application form.

I certify that all answers and statements I have made on this application (resume or other supplementary material) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire and for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, charter, and qualifications. I understand that if selected I may be required to undergo a physical examination, drug screening, for background investigation.

I will be responsible for familiarizing myself with all rules and regulation of the Employer as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the Employer without notice, at any time, except as specifically set forth in writing in a current individual employment agreement or collective bargaining agreement.

__________________________________________
Applicant Signature

__________________________________________
Date
Wastewater Treatment Facility Operator 2
Supplemental Questions

Please answer the following questions and submit with your City of Port Orford Employment Application:

1. Describe your experience using Microsoft Office software on a Windows operating system. Include where you gained the experience and the types of work products you produced.

2. Describe your experience with wastewater solids handling. Include experience operating wastewater treatment dewatering, solids stabilization processes and biosolids application. Include where you gained the experience and what your responsibilities were.
3. Describe any maintenance and/or mechanical experience you may have and where you gained the experience.