

## **CITY OF OAK HARBOR JOB DESCRIPTION**

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**Job Title:** *Wastewater Treatment Plant Operator I*  
**Department:** *Public Works*  
**Reports to:** *Wastewater Treatment Plant Operator III*  
**Status:** *Non-exempt /Union*

### **Job Summary:**

Perform wastewater treatment operations, maintenance and other related duties. Assist in controlling flows, processing wastewater and maintaining regulatory and permit standards. Weekly rotations include checking equipment, troubleshooting; collecting samples, performing laboratory tests maintaining logs and records and assisting in responding to public inquiries. This position can be achieved by the successful completion of one year as a certified OIT and by meeting performance expectations.

### **Essential Job Functions:**

Work activities involve multiple skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects and seasonal factors:

1. Participate in on-the-job customer service, project training, work study and skill development functions.
2. Perform plant operations and maintenance duties to develop skills in process control, calculating chemical feeds, tracing plant flows, adjusting wastewater flows, using various type gates and valves, flow meters and related telemetry,
3. Monitor automated alarms and controls. Assist in calibrating and maintaining electronic controls and flow monitoring devices.
4. Collect various process samples. Set-up, conduct and record laboratory tests such as temperature, settleable solids, residual chlorine, pH, alkalinity.
5. Gain experience with volatile acids, volatile solids, BOD, CBOD, Ammonia Nitrogen, Nitrite, Nitrate, gas analysis and bacterial tests
6. Assist in maintaining daily operations logs. Record meter and gauge readings, weather conditions, equipment malfunctions and related information.
7. Assist in maintaining electrical equipment and mechanical systems.
8. Perform treatment plant and collection system maintenance duties such as lubricating pump bearings, using hand operated grease guns; clean, scrape and paint machinery, equipment and facilities. Under direction repair or replace valves, switches, motors and related equipment as required or assigned. Clean, sweep and mop office and restroom floors, wash windows, and maintain facilities landscaping as necessary.
9. Establish and maintain cooperative and effective working relationships with supervisors, co-workers, other departments and the general public using good judgment, tact and courtesy.
10. Respond to customer and public inquiries in a courteous manner. Assess concerns or complaints, problem solve or follow-up with customers or the public. Refer appropriate matters to the Lead Treatment Plant Operator.
11. Maintain and service division equipment.
12. Complete required safety checks following mandated procedures. Work in a safe and self responsible manner.
13. Monitor lift stations and help coordinate activities with storm drain and collection crews.

### **Associated Job Functions:**

1. Attend various workshops, continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

### **Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of principles, practices, materials and process controls relating to the operation of a laboratory, lagoon and RBC plant.
- May be asked to gain skills in utilizing premixed herbicides and pesticides.
- Clear and concise communication skills in person and in writing for information sharing and work instruction/direction.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to apply wastewater treatment technical, operator and customer service skills to resolve problems which may occur and to contribute suggestions for improvements and procedures in operations, training and special projects.
- Ability to operate all equipment and tools normally associated with maintenance activities in an industrial plant.

- Ability to work independently as well as cooperatively with co-workers, supervisors, regulatory officials and the general public.
- Ability to keep accurate records and input and retrieve data on a personal computer using a maintenance program and associated software.
- Ability to understand and perform work in accordance with OSHA/WISHA regulations and established safety practices.
- Ability to develop problem solving skills to troubleshoot and apply knowledge of plants and collection system operations, maintenance, and testing.
- Apply basic knowledge of wastewater treatment plant science and mathematics.
- Read and understand blue prints, schematics and technical manuals.
- Ability to respond to City owned facilities within 30 minutes when assigned “Standby Duty” and have the confidence to correct any alarm condition(s).
- Gain skills and knowledge regarding treatment plant and public works operations, customer service, maintenance, and technologies.
- Ability to operate centrifugal, piston, rotary lobe and metering pumps to move wastewater and sludges from one process to another.
- Ability to gain awareness of what these various tests are telling us as Operators and how to react to abnormal results.
- Ability to utilize a computer and gain proficiency with maintenance management systems and process control.

**Working Environment and Physical Demands:**

Work is performed under odorous, dirty and noisy conditions at the wastewater treatment plants and in the field out of doors in all types of weather conditions involving exposure to chemicals, electrical components, wastewater and biosolids fumes and other wastewater related substances. Work requires normal visual and hearing, substantial manual dexterity as well as the ability to frequently walk, stand, climb stairs and ladders and work from a small boat while in the water. Will have ability to bend, stoop, kneel while working, and move items weighing up to 50 pounds repetitively. Work may be performed in confined spaces with a 25-inch diameter entry, high places and around reciprocating machinery. Workers must be able to wear and work with half and full face cartridge respirators, body harnesses and other applicable safety equipment. Work requires a scheduled shift that provides seven-day per week coverage, and some weekend and holiday work.

**Experience and Training Requirements:**

- High school graduation/GED or equivalent, *and*
- Minimum one (1) year of experience in a treatment plant, including customer service and problem solving, *and*
- Must have and maintain a valid Washington State certification as a Group I Wastewater Treatment Plant Operator at the time of hire.
- Must obtain CPR and Industrial First Aid certification within six (6) months of hire date, and maintain currency for the term of employment.
- Must obtain a Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire, and maintain currency for the term of employment.
- Good keyboard skills, familiarity with personal computers, printers and faxes, and experience with software such as Excel, Word and Outlook.
- Valid Washington State Driver’s License and a good driving record.
- Must be able to obtain security clearance for access to the local Navy base.
- Must pass Criminal Background and Drivers Abstract check prior to hire.
- Must pass drug screening at time of hire and periodically thereafter at the City’s discretion.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert 4/95

Revised: 4/98, 8/02, NWM/HR 7/04, HR/PW 07/05, 09/06, 12/07, 6/10, 1/11, HR 3/12, HR 12/14

FLSA: Non-exempt

Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.