

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Wastewater Treatment Plant Operator III*
Department: *Public Works*
Reports to: *Wastewater Treatment Plant Supervisor*
Status: *Non-exempt / Non-union*

Job Summary:

The Treatment Plant Operator III functions as the operator-in-charge (OIC) and is responsible for day-to-day operations, crew supervision, safety, maintenance, process control, lab data analysis, regulatory compliance, reporting, special projects, customer service, training, and contingency functions. As the Treatment Plant Operator III this position is actively involved in operating, maintenance, ordering and inventory control, troubleshooting and test and data analysis. The Operator III will coordinate NPDES reporting and make adjustments to stay within compliance. The Operator III will offer to assist other divisions within his or her capacity. This position is responsible for performing skilled and semiskilled work in preventative maintenance, repair, overhaul, modification, removal and installation of equipment and facilities at the plant. The position provides input on budgets, plans and reports; also performs designated wastewater management duties for the Plant Supervisor.

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. Direct and supervise the day-to-day activities; prepare weekly treatment plant work plans and schedules; be responsible for ordering supplies, and conduct daily meetings and follow-up communications as necessary.
2. Keep the Plant Supervisor informed of process and mechanical concerns as well as employee performance.
3. Communicate with supervisor, staff, contractors and manufacturers regarding technical and mechanical information for problem diagnosis and resolution.
4. Assist in coordinating work with wastewater collections crews for lift station maintenance and emergencies.
5. Assist in coordinating the division's day to day regulatory compliance functions. Along with Plant Supervisor, PW Operations Manager or other colleagues, assess complex operating problems or complaints, monitor response efforts and follow-up activities.
6. Guide staff in policies and safety requirements including, but not limited to, confined space, electrical lock out and tag out, working on anaerobic cover, working in a boat or shoreline around lined cells, and proper PPE and hygiene practices, and provide continuous information and training to ensure that work performed conforms to and is conducted according to sound safety standards, policies and practices. Assure participation of all employees in ongoing safety meetings and workshops.
7. As a working Wastewater Operator III, oversee and perform plant operations and maintenance duties such as process controls, regulating chemical flows, starting and stopping pumps, adjusting wastewater flows, maintaining electrical and mechanical systems, and monitoring automated alarms and controls.
8. Lead and coordinate the division's public education and community service functions; oversee and personally perform duties such as conducting plant tours for citizens and schools.
9. Coordinate or conduct day-to-day laboratory sample collection, control testing and reporting to maintain compliance with NPDES and other permits.
10. Responsible for maintaining daily operational logs, meter and gauge readings and weather stations.
11. Develop reports on equipment malfunctions and their repair, special project tracking from start to finish along with any related information to aid in better organization and control.
12. Install, lubricate, maintain, repair, rebuild, inspect and clean mechanical systems (for example, bearings, seals, shafts, packing, rotor and stators, gears, frames etc.) for safe and efficient operation.
13. Ensure components/systems operate properly and all safety rules are followed.
14. Read and interpret complex information from manuals, diagrams and schematics.
15. Determine need for spare parts and new equipment.
16. Maintain parts, tools, equipment and related inventory to ensure operational continuity.
17. Maintain accurate records and log reports. Update original drawings, O&M manuals, SOP's and MSDS binders.
18. Coordinate work with federal, state and local agencies, manufacturers and suppliers in compliance with laws, policies and procedures.

19. Develop, define, prioritize and implement mechanical system maintenance activities according to manufacturers' specifications in accordance with the preventative maintenance program to insure operational readiness and compliance with environmental regulations.
20. Assist on maintenance management program functions.
21. Create an annual duty roster and ensure it is maintained and communicated to staff and the monitoring company.
22. Assist Plant Supervisor in hiring employees. Assist in performance evaluations. Make recommendations for discipline. Ensure sufficient resources are available for staff to complete work assignments. Assess training needs and provide for training as required.
23. Assist Plant Supervisor in budget preparation, reports and administration in long and short range planning for future plant repairs, upgrades, special projects, etc.
24. Establish and maintain cooperative and effective working relationships with supervisors, co-workers, other departments and the general public using good judgment, tact and courtesy.
25. Foster a work environment that supports and facilitates the performance of efficient, effective, high-quality teamwork.
26. Supervise and participate in buildings and grounds maintenance.
27. Maintain and promote employee confidentiality when warranted.
28. Oversee the City's pre-treatment programs, such as the program for fats, oils and grease, with responsibility for recommending program modifications and compliance issues.
29. Direct and perform designated duties of the Plant Supervisor and PW Operations Manager when called upon.

Associated Job Functions:

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

Performance Requirements (Knowledge, Skills and Abilities):

- Outstanding ability to assess and respond to critical customer service, operations, and compliance issues.
- Knowledge of and ability to lead, train, direct, and develop the skills of wastewater treatment operators and to coordinate cross training and staffing with other public works divisions.
- Knowledge and ability to layout and schedule jobs and work plans, arrange for crews, equipment, parts, and supplies, oversee operations and safety, and maintain priorities.
- Knowledge of materials, methods, procedures, operation, maintenance and location of City utilities including the wastewater treatment plants (Class 2 or 3), lift stations and sewer collection system.
- Knowledge and skill in WWTP methods, materials, hydraulics, electricity, and processes.
- Knowledge of cross connection control methods.
- Advanced knowledge of wastewater treatment plant science and mathematics and ability to read and understand blue prints, schematics, and technical manuals.
- Good judgment and problem solving skills to lead division activities, and to troubleshoot and apply knowledge of plants and collection system operations, maintenance, testing, and control; to resolve unusual and critical problems.
- Knowledge of applicable OSHA/WISHA/PSM safety regulations and standards and all city established safety practices, and ability to perform work, implement, train, and/or ensure training of staff in safe and effective operation of equipment and facilities.
- Flexibility and adaptability to change directions and priorities on short notice and communicate changes in a positive manner.
- Knowledge of computers, internet, WebDMR functions as well as specialized software related to treatment plant process and systems control, and the ability to keep accurate records, input and retrieve data on a personal computer using a maintenance program and designed spreadsheets.
- Ability to communicate effectively and concisely orally or write effectively using proper English spelling and grammar. Display oral communication skills in order to perform lead duties for information sharing, work instruction/direction, enforcing written and oral instruction, coaching, facilitating, consensus-building and educating, and represent the wastewater division and city with regulatory agencies, businesses, and the general public.
- Advanced knowledge of a successful process control of biological nutrient removal, membrane separation, disinfection, solids handling and related equipment to accomplish the same.
- Knowledge of federal and state regulations for the operation and maintenance of a wastewater treatment plant.
- Full understating and implementation of the NPDES permit.
- Knowledge of predictive and preventive maintenance programs and computerized maintenance management systems.
- Knowledge of fundamentals of workplace health and safety regulations.
- Skills in building, maintaining and participating in effective teams.
- Skills in organizing and evaluation the work of others.

- Skills in developing temporary solutions for equipment malfunctions until replacement parts/equipment can be secured and installed.
- Skills in reading and understanding design drawings, schematics, one line drawings and technical manuals.
- Ability to operate all equipment and tools normally associated with maintenance activities in an industrial plant including operating, installing and maintaining mechanical systems, electrical systems and devices, pipes, valves, pumps, water movement systems, structures and related equipment.
- Skills in safe chemical handling.
- Skills in odor control techniques and control.
- Ability to accurately align and perform skilled repair of pumps, blowers and control systems.
- Ability to analyze and research complex maintenance problems and formulate alternative cost estimates, priorities, recommendations for an effective course of action.
- Ability to work independently as well as cooperatively with co-workers, supervisors, regulatory officials and the general public.
- Ability to inspect facilities and systems for maintenance and repair needs, fire and electrical safety and any other health hazards.
- Advanced knowledge of VFD's, PLC's, HMI and SCADA control systems.
- Ability to develop essential supplier contacts and use the internet to find needed parts.
- Ability to function as the sole operator on weekend duty in a scheduled rotation and perform callout requirements.

Working Environment and Physical Demands:

- Work is performed under noxious, dirty and noisy conditions at the wastewater treatment plants and in the field (in all types of weather conditions).
- The job involves risks of exposure to hazardous chemicals, electrical components, wastewater and bio-solid fumes and other wastewater-related substances associated with working in and around raw sewage.
- The job requires normal visual and hearing acuity and substantial dexterity; ability to access safety all areas of the WWTP to include stairs, ladders, grates, uneven terrain, high places, electrical panels and around reciprocating machinery.
- Must have the ability to work in extremely confined spaces with a 25-inch diameter entry
- Must have the ability to lift and/or move objects in excess of 50 pounds, sometime repetitively.
- Must be able to wear and work with half and full face cartridge respirators and other applicable safety equipment.
- The job requires a scheduled shift that provides seven-day per week coverage, and some weekend and holiday work.
- Must also be available for on-call standby duty, and be able to report to work within thirty (30) minutes.

Experience and Training Requirements:

- High school graduation or GED equivalent *with* two (2) years education in industrial electrical/mechanical maintenance or equivalent.
- Minimum five (5) years progressively responsible experience in a wastewater treatment plants with ongoing operations, maintenance and customer service problem solving, training and leadership accomplishments.
- Must have a Washington State Certification as a Group III Wastewater Treatment Plant Operator.
- Must obtain and maintain a Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire date.
- Must obtain and maintain a CPR and Industrial First Aid Card certification, and complete training to work in confined spaces, as available.
- Must pass Criminal Background and Drivers Abstract checks prior to hire.
- Must have a valid Washington State Driver's License and maintain a good driving record.
- Must have or obtain a Commercial Driver's License (CDL) Class B, with a tanker endorsement, within six (6) months of hire and maintain it while in this position.
- Must pass drug screening at the time CDL is obtained and periodically at the City's option.
- Above average familiarity with personal computers. Good keyboard skills and ability to learn specialized software programs and develop spreadsheets.
- Experience in the operation of an MBR plant, UV disinfection, centrifugal thickening and sludge drying is desirable.
- Must be able to obtain security clearance for access to the local Navy base.

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: PW/HR 12/13
Revised: HR 12/15

FLSA: Nonexempt
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.