

CITY OF OAK HARBOR

JOB DESCRIPTION

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

Job Summary:

Perform work under the direction of an experienced licensed operator to acquire the training and experience to perform wastewater treatment plant duties. This position will assist with or perform varied duties such as customer service, plant operation, maintenance and repair, as well as collection and analysis of plant samples. This position will also perform a variety of skilled and semi-skilled maintenance tasks involving the use of mechanical and electrical skills. The employee will attend city provided training that will allow the understanding and application of safe operating practices and to perform the technical operation of a wastewater treatment plant following standard operating procedures.

Essential Job Functions:

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

1. Assist in adjusting wastewater flows, draining water from clarifiers, operating pumps to transfer wastewater and sludges from one process to another and monitoring ongoing operations.
2. Assist in monitoring automated alarms/controls and maintaining electronic control and flow monitoring devices.
3. Collect influent and effluent samples. Assist in conducting and recording laboratory tests such as temperature, settleable solids, residual chlorine, pH, alkalinity, dissolved oxygen and gain experience with other tests.
4. Assist in maintaining daily operations logs, record meter/gauge readings, weather conditions, equipment malfunctions and related information. Utilize computer to gain proficiency.
5. Perform treatment plant and collection system maintenance duties such as lubricating pump bearings, using hand operated grease gun. Clean, scrape and paint machinery, equipment and facilities. Clean, sweep and mop office and restroom floors. Wash windows. Maintain landscaping as necessary.
6. Establish and maintain cooperative and effective working relationships with supervisors, co-workers, other departments and the general public using good judgment, tact and courtesy.
7. Assist in responding to customer and public inquiries in a courteous manner. Assess concerns or complaints. Follow-up with customers or the public. Refer appropriate matters to the Operator II or the Lead Treatment Plant Operators.
8. Assist in troubleshooting plant equipment while maintaining safety at all times.
9. Sense and evaluate problems using multi-meters, pressure gauges, temperatures, harmonics and flow meters
10. Foster a work environment that supports and facilitates the performance of efficient, effective, high-quality teamwork.

Associated Job Functions:

1. Attend various workshops, operator training classes and instructional functions.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of the operation and maintenance of electrical motors, controllers, sensors and alarms.
- Knowledge of the principals of pump operation and theory.
- Knowledge of the operation of gas and diesel driven equipment such as generators, pumps, and various tools.
- Knowledge of basic hydraulics as related to water movement, measurement and control.
- Knowledge of practices, methods, materials and tools used in modern equipment maintenance.
- Knowledge of fundamentals of workplace health and safety issues.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Skills in operation of power and hand tools.
- Skills in the use and understanding of a digital multi-meter in electrical testing.
- Skills in mechanic's tools and other tools required for minor repairs and routine maintenance.
- Skills in customer service (internal and external customers).
- Ability to learn to use laboratory equipment, lawn and ground care tools and miscellaneous tools/equipment specific to treatment plant maintenance and repair; vehicles and standard office equipment including a computer.

- Ability to work independently and cooperatively with coworkers, supervisors, regulatory officials and the general public.
- Ability to carry out assigned projects to their completion.
- Ability to clearly communicate in person and in writing for information sharing, work instruction/direction, coaching, facilitating, consensus building and educating.
- Ability to gain a basic knowledge of standard treatment plant mathematics and sciences.
- Ability to keep accurate records and input and retrieve data on a personal computer using Microsoft Windows 2007, Excel, and Word.
- Ability to work in accordance with OSHA/DOSH/WISHA regulations and established safety practices and procedures.
- Ability to learn to read and understand design drawings and specifications.
- Ability to assess, respond or refer public complaints and concerns in a friendly and productive manner.
- Ability to comprehend and follow all city policies as described in the Personnel Policies Manual.

Working Environment and Physical Demands:

Work is performed under disagreeable, dirty and noisy conditions at the wastewater treatment plants and in the field (in all types of weather conditions). The job involves risk of exposure to hazardous chemicals, electrical components, fumes from processing biosolids and other wastewater-related substances associated with working in and around raw sewage. The job requires normal visual and hearing acuity and substantial dexterity as well as the ability to access all areas of the WWTP including stairs, ladders, grate covered basins, uneven terrain, high places, areas where normal attention is required to avoid drowning hazards and around reciprocating machinery, and the ability to work in extremely confined spaces with a 25-inch diameter entry and to move items weighing in excess of 50 pounds. Must be able to wear and work with half and full face cartridge respirators, SCBAs and other applicable safety equipment if trained to do so. The job requires working 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 minutes.

Experience and Training Requirements:

- High school graduation/GED or equivalent, *and*
- One (1) year of general labor experience such as work involving process operations, electrical, mechanical, construction or a closely related work discipline, *and*
- Must have or pass the Washington State certification as a Wastewater Treatment Operator-In-Training (OIT) within six (6) months of hire.
- Must obtain a Washington State Department of Transportation certification in flagging, traffic control and safety as soon as can be scheduled by the City.
- Must obtain CPR and Industrial First Aid Card as soon as can be scheduled by the City.
- Must complete training to work in confined spaces as soon as can be scheduled by the City.
- Must have a 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 a 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: 6/98 AK

Revised: NWM/HR 2/04, PW/HR 9/06, PW/HR 7/09, 11/10, 1/11, PW/HR 3/11, HR 3/12, HR 2/15

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 period or otherwise to balance the workload.