

CITY OF TOPPENISH
Class Specification

Title: Wastewater Treatment Plant Operator II

Department: Public Works

FLSA Status: Non-Exempt

Reports To: Public Works Supervisor

Effective Date: April 1, 2019

General Summary

Operate and monitor waste water treatment plan ensuring appropriate and efficient operation. Ensure compliance with all Federal, State and environmental requirements and permits. Conduct water analysis/laboratory tests and create/maintain required records. Administer chemicals to ensure proper waste water quality. Perform routine maintenance on plant and facilities.

Essential Functions/Major Responsibilities

- Operate wastewater treatment and sludge processing equipment to control the flow and processing of wastewater, sludge and effluent.
- Prepare and ensure the Plant's required reporting requirements are met.
- Interpret reading from meters, charts, instruments and gauges, adjust equipment accordingly.
- Obtain wastewater samples and perform all necessary laboratory analyses.
- Administer chemicals to ensure proper water quality.
- Provide routine maintenance on facilities and equipment.
- Maintain a variety of logs and records.
- Serve as a liaison between management, engineers and regulatory authorities.
- Provide training, guidance, and daily assignments to other personnel.
- Makes recommendation for plant expenditures and repairs.

Secondary Functions

- Maintain and operate lift stations.
- Order products and supplies.
- Perform other related duties as assigned.

Job Scope

Perform duties with little direction given. Work is not normally checked or verified by others. Position encounters recurring work situations with occasional variations from the norm and involves a moderate degree of complexity or difficulty due to the calculations of data which are performed, and the laboratory apparatus/equipment used. Operate from established and well-known procedures. Errors in work or judgment could cause injury or death to others, or the loss of plant and/or equipment. Decisions are normally made within prescribed guidelines.

Supervisory Responsibility

The position has no supervisory responsibilities. This position has the same duties as required of the Wastewater Treatment Plant Operator I, however this position is distinguished from the Operator I position by the additional responsibilities for training, instruction and technical guidance provided to Operator I positions; and by ensuring the daily work tasks are completed. This position receives only occasional instruction or assistance, as new or unusual situations arise, and is fully aware of the operating procedures and policies of the work unit. (Same text as Lead Finance Tech)

Interpersonal Contacts

Contacts are normally made with others within the City organization. Most contacts are made either on a face-to-face basis or through the telephone. Contacts are seldom about confidential/sensitive matters. Contacts are usually made on own initiative.

Specific Job Skills

Possess a good knowledge of wastewater treatment plan operations. Knowledge of operational procedures and practices. Ability to perform problem analysis, perform basic math, and creatively solve work problems. Possess strong interpersonal skills and the capacity for teamwork. Ability to speak, read, write and understand English as well as communicate effectively both verbally and in writing. Ability to make decisions based on sound judgment leading to logical conclusions. Mental activities required include using independent judgment, decision making, applying interpersonal and customer service skills, and participating in a creative team environment. Physical activities require standing, walking, bending, reaching, stooping, kneeling, grasping repetitive motions of hands/wrists, talking, hearing, and smelling.

License Requirements

1. Valid State Department of Ecology Wastewater Treatment Plant Operator – Group II Certificate of Competency
2. Valid State Class B Commercial Driver’s License

Education and/or Experience

High school education or equivalent. Position requires a waste water operations certification and a minimum of four years practical experience or equivalent education and/or experience.

Job Conditions

Position requires constant standing. Ability to lift or carry up to fifty pounds. Constant exposure to lethal or hazardous chemicals, gases, bacteria, etc. Required to be in an “on-call” status. Performs work in various types of extreme weather conditions.

APPROVED:


Lance Hoyt, City Manager

3/28/2019
Date