

## **CITY OF TOPPENISH**

### **Class Specification**

**Position Title:** Wastewater Treatment Plant Operator-In-Training (OIT)

**Department:** Public Works

**Reports To:** Public Works Supervisor

**FLSA Status:** Non-exempt

**Salary Range:** \$3,655 - \$4,899 (2022)

**Union Status:** Teamsters

**Effective Date:** May 17, 2022

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#### **General Summary.**

This is the entry level position in the Wastewater Treatment Plant Operator series and is designed to provide the skills and experience required for eligibility to upgrade certification to the State of Washington Wastewater Treatment Plant Operator Group I certificate and advancement to the Operator I position. Incumbents receive on-the-job training and experience while performing routine operational and maintenance duties on an assigned shift under the supervision of a qualified operator. Positions at this level are expected to progressively accumulate and demonstrate working knowledge of the principles and practices utilized in the operation and maintenance of a major wastewater treatment facility.

Under general supervision operates and maintains a wastewater treatment and collections plant. Routine and repetitive assignments, once learned, may be performed under general supervision.

#### **Essential Functions/Major Responsibilities:**

Performs operational duties required to maintain effective preliminary and primary wastewater and biosolids treatment.

Uses direct observation and the plant Supervisory Control and Data Acquisition (SCADA) system to monitor and control the levels, flows, and pressures of biogas, wastewater, storm water, and sludge at the treatment plant and at lift stations.

Monitors preliminary, primary, and solids treatment processes by collecting biogas, sludge, and wastewater at multiple treatment plant process units and by performing physical and chemical field and laboratory sample analyses in accordance with Standard Methods for the Examination of Water and Wastewater.

Monitors and adjusts chemical feed rates directly or remotely through SCADA. Handles, mixes, and stores a variety of chemicals used for wastewater and sludge treatment including polymers, sodium hypochlorite, and sodium hydroxide.

Monitors and operates heat exchangers and hot water mixing valves to maintain correct temperatures for anaerobic sludge and wastewater digestion.

Monitors, adjusts, and performs minor repairs on mechanical equipment including air compressors, valves, gates, pumps, and motors to maintain proper flows and pressures for treatment processes.

Monitors sensors for temperature, carbon dioxide, hydrogen sulfide, lower explosive limit, pH, oxidation-reduction potential, turbidity, level, and pressure.

Provides verbal and written status reports concerning plant operations. Enters information into daily logs and computer system; records meter readings and laboratory test data; prepares computerized time sheets.

Cleans and maintains buildings, piping, wet wells, bar screens, grit chambers, clarifiers, digesters, tanks, chemical feed equipment, and sludge drying beds.

Operates trucks, backhoe, tractor, forklift, loader, and Vactor.

Requires regular and reliable attendance.

Performs other related duties as assigned.

**Ability To:**

Sufficient physical ability to work in both plant and field settings and to operate assigned equipment.

Learn and apply the principles/processes of wastewater treatment including preliminary and primary treatment units, solids digestion, biogas handling systems, sludge handling and plant-wide air, water, electrical and hydraulic support systems.

Learn and apply the principles/processes of mathematics and chemistry.

Learn and apply the principles/processes of basic hydraulic, mechanical, and electrical theory.

Learn and apply the principles/processes of flow, pressure, and level control equipment.

Learn and apply the principles/processes of recording, measuring, and testing instruments.

Learn and apply the principles/processes of biogas, water, wastewater, and sludge sampling and quality tests.

Learn and apply the principles/processes of basic industrial safety procedures and practices.

Learn and understand the application of the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.

Operate basic hand and power tools.

Recognize abnormal operational and mechanical conditions through direct observations and through interpretation of SCADA and laboratory data.

Accurately read meters and gauges and detect faulty characteristics.

Keep logs and records of operations and input into the computer.

Collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples.

Conduct preventative and corrective maintenance on plant equipment.

Establish and maintain effective working relationships.

Follow oral and written instructions.

Communicate effectively, both orally and in writing with appropriate use of business English including correct grammar, letter composition, spelling, and punctuation.

Demonstrate excellent analytical and organizational skills.

Perform moderately strenuous work.

**Education and/or Experience.**

High school graduation or equivalent and three (3) months of relevant experience (e.g., drinking, waste, or agricultural water systems, etc.) Three (3) relevant college credits and/or Continuing Education Units (CEUs) may be substituted for the three months of relevant experience.

Experience in Wastewater Treatment is preferred.

**Licenses and Other Requirements.**

Valid Washington State driver's license.

Valid Washington State Class B Commercial Driver's License (CDL) with air brake and tank endorsements or ability to obtain license within three (3) months of appointment.

Washington State Department of Ecology Wastewater Treatment Plant Operator-In-Training certificate within six months of appointment.

Washington State Department of Ecology Wastewater Treatment Plant Operator Group I certificate within eighteen (18) months of appointment.

**Job Conditions:**

Frequent use of both hands in reaching/handling/grasping/fingering while performing duties operating on various vehicles, equipment, and machinery. Occasional bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. Occasional heavy work includes lifting and carrying up to fifty (50) pounds. Occasionally ascends/descends stairs, ladders and inclines while maintaining balance. Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, and generally unpleasant conditions. May require continuous moving, sitting, or standing for extended periods of time. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with coworkers, the public and completing all tasks as assigned.

Must be able to maintain long-term and short-term memory. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

May work outside in all weather extremes and be exposed to dust, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease, and noxious and combustible gases. May work at heights, alone, with others, or in noisy work area. Work and/or walk for extended periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. Subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays. Work environment is team-oriented, having both routine and variable tasks with variable pace and pressure. Work is performed both inside buildings and in outdoor plant areas and collateral facilities.

APPROVED

  
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Debbie Zabell, City Manager

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Updated:  
10/14/2022: format, update city manager