

**City of
EDMONDS
Washington**

WWTP LEAD OPERATOR

Department:	Public Works – Wastewater Treatment	Pay Grade:	M
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	WWTP Manager

POSITION PURPOSE: Under general supervision, the Wastewater Treatment Plant (WWTP) Operations Lead assigns and oversees the work Operators, works routinely as an Operator and coordinates equipment outages and operational activities that effect plant performance. The Lead Plant Operator works closely with the leadership team to ensure compliance with all Federal, State and Local laws; evaluates plant operations and performance; makes appropriate adjustments to ensure the process is within established parameters and in compliance with all Federal and State effluent limits and trains and provides work direction to assigned staff. Work is reviewed in progress and upon completion for compliance with instructions and work standards.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of semi-skilled work in the maintenance and repair of the City's Wastewater Treatment Plant facilities and equipment including: scrubbing, steam cleaning, painting, basic carpentry and mechanical repair, changing oil and HVAC filters to ensure a safe working environment.
- Makes periodic rounds to monitor, adjust and maintain wastewater treatment plant equipment to achieve desired process control objectives.
- Inspects and cleans equipment; removing obstructions and debris in traps, pumps and sewage wet wells.
- Enters empty tanks and other confined spaces in order to perform inspections, cleaning and maintenance.
- Assures proper equipment operations and conducts initial troubleshooting evaluation; monitors variable drives, various pumps, motors and drive units for proper operation. May perform or assist with required maintenance, repair or replacement as needed.
- Collects lab samples according to established operating procedures to ensure permit compliance and process control; sets up, programs and maintains remote samplers.
- Performs laboratory sampling for permit compliance according to established procedures. Completes related lab records and charts as required. Reports any abnormalities as they arise and takes corrective action as indicated.
- Operates, monitors and adjusts the Fluidized Bed Incinerator, associated equipment and air quality monitoring equipment according to established procedures to ensure permit compliance; monitors and adjusts feed rates, temperatures, fuel consumption, air quality monitoring equipment.
- Operates, monitors and adjusts Belt Filter Presses and associated equipment according to established procedures; adjusts belt speed and hydraulic pressure; controls and monitors sludge and polymer feed rate(s).
- Monitors and controls disinfection and dechlorination systems; inspects, troubleshoots and operates chemical feed pumps.

JOB DESCRIPTION

WWTP Lead Operator

- Monitors SCADA system to ensure process is within established parameters; monitors flows, dissolved oxygen levels, instrument calibrations and proper flows, temperatures and pressures.
- Operates, monitors and adjusts ash collection and disposal systems; ensures proper lubrication, verifies proper seal water flows; inspects belts and sleeves of pumps.
- Conducts tours of plant for the general public as assigned.
- Coordinates and assigns daily work activities and schedules based on established priorities and verifies work is completed to standards with effective resource utilization. Keeps Management informed of staffing needs, concerns and issues that affect personnel performance.
- Trains Operators.
- Monitors Laboratory results and operating parameters of the treatment system to identify trends or variances. Prepares various other reports that summarize process and treatment performance. Recommends strategies that achieve permit compliance and ensure economic performance. Areas of focus include: electrical usage, chemical usage and treatment performance.
- Provides input to Management for the development of the Division Budget, CIP and long term staffing and training plans.
- Ensures open lines of communication exist between staff on various shifts.
- Ensures all that all staff follows appropriate safety regulations; maintains MSDS system as assigned.
- Coordinates with the Maintenance Lead on a daily basis.
- Performs a variety of custodial and grounds work; cleans and maintains work areas and restroom facilities and performs related work as assigned.
- Works swing and graveyard shifts, weekends and holidays as scheduled and responds to emergency 24 hour calls as assigned.

Required Knowledge of:

- Basic mechanical equipment maintenance and repair.
- Operation and use of hand and power tools and equipment.
- Methods, equipment and materials used in grounds keeping, maintaining building and facilities in good repair.
- Current practices in secondary wastewater treatment operations.
- Fluid bed incineration theory and operations.
- Laboratory procedures and analysis.
- Belt filters press theory and operations.
- Solids handling and disposal regulations related to EPA 503 regulations.
- Hazardous chemicals handling and disposal requirements related to MSDS.
- Various types of Wastewater Treatment Plant instrumentation.
- Chemistry and microbiology related to pumping and chemical tests.
- Health and safety regulations related to plant operation and maintenance.
- Requirements of maintaining a wastewater treatment plant and related facilities in a safe and proper working condition.
- Principles and practices of training and providing work direction.
- Effective oral and written communication principles and practices.
- Technical record keeping and report preparation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform work assignments.
- English usage, spelling, grammar, and punctuation.
- Training principles, methods and techniques.

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Required Skill in:

- Operating and maintaining the Wastewater Treatment Plant and ensuring plant processes are in compliance with local, state and federal discharge limits.
- Protecting the health and safety of personnel, the public and the environment.
- Operating variety of hand tools, machinery, vehicles and equipment.
- Recognizing and responding quickly to operational emergencies.
- Performing plant maintenance and housekeeping work.
- Interpreting, analyzing and applying new technical information.
- Working independently with little direction and determine appropriate action within clearly defined guidelines.
- Maintaining current knowledge of technological advances in the field.
- Observing health and safety regulations and procedures and wearing appropriate and required Personal Protective Equipment.
- Planning and organizing work and meeting schedules and time lines.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining cooperative and effective working relationships with others.
- Maintaining accurate log readings, operating information and a variety of records, logs, files and reports.
- Communicating technical information clearly and concisely both orally and in writing.
- Leading, training, and providing work direction to others.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate supplemented by college level coursework relevant to wastewater treatment and four years of experience maintaining and operating wastewater systems, including at least one year of incinerator operation experience that includes performing lead oversight of projects, programs and/or staff; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

WWTP Operator Class III License.

Incinerator Operator License at time of hire.

Valid CPR, First Aid, AED, and Bloodborne Pathogen Cards.

Forklift license with 6 months of date of hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

WORKING CONDITIONS:

Environment:

- Exposure to extreme temperatures and adverse weather conditions.
- Driving a vehicle to conduct work.
- Working in a confined or classified space.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of grounds equipment and power and hand tools.

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- Operating a computer keyboard or other office equipment.
- Reading a variety of materials and instruments and possess close vision, far vision, side vision, depth perception, night vision and color vision.
- Ascending/descending ladders
- Lifting/ carrying or otherwise moving or transporting heavy objects frequently up to 50lbs.
- Sitting/standing or otherwise remaining in a stationary position for extended periods of time
- Walking or otherwise moving over rough or uneven surfaces while performing inspections and investigations.
- Performing repetitive motions, including: balancing, stooping, kneeling, bending, crouching, crawling, reaching overhead, above the shoulders and horizontally, and standing, pushing, pulling and using stairs.
- Working in tight spaces.
- Ability to wear appropriate personal protective equipment based on required City Policy..

Hazards:

- Exposure to chemicals, used in Wastewater treatment such as: Sodium Hypochlorite, Caustic Soda, Bisulfate, Polymers, Clay, Lime and Carbon.
- Exposure to raw and treated sewage, odors associated with sewage treatment, high heat and moving equipment.
- Exposure to cleaning chemicals, herbicides and dust.
- Working at heights using ladders and structures
- Working around and with sometimes noisy machinery having moving parts.
- Exposure to slippery surfaces, damp spaces while cleaning in and around equipment.
- Exposure to electrical power supply.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____