

City of  
**EDMONDS**  
Washington

**WWTP OPERATOR**

<b>Department:</b>	Public Works – Wastewater Treatment	<b>Pay Grade:</b>	<b>K</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	WWTP Lead Operator

**POSITION PURPOSE:** Under the direction of the WWTP (Wastewater Treatment Plant) Manager, the Wastewater Treatment Plant (WWTP) Operator receives assignments from the Lead Operator via work orders, email or written log that requires the incumbent to understand, investigate and determine the appropriate procedures to follow to complete the work. The WWTP Operator works independently with little or no direct supervision; evaluates plant operations; monitors incineration process; conducts basic preventative maintenance and makes appropriate adjustments to ensure compliance with permit regulations. 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 to include: scrubbing, steam cleaning, painting, basic carpentry and mechanical repair, changing oil and HVAC filters to assure 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.
- Collects lab samples according to established operating procedures to ensure permit compliance and process control. Set ups, 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 adjust Belt Filter Presses and associated equipment according to established procedures; adjusts belt speed and hydraulic pressure; control and monitor sludge and polymer feed rate.
- Monitors and controls disinfection and dechlorination systems; inspects, troubleshoots and operates chemical feed pumps.

## **JOB DESCRIPTION**

### **WWTP Operator**

- Monitors SCADA system to ensure process is within established parameters; for example 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.
- Follows appropriate safety regulations, maintains MSDS system 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 wastewater treatment plant and related facilities in a safe and proper working condition.
- 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.

#### **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 a 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.
- Observing health and safety rules and regulations.
- Maintaining current knowledge of technological advances in the field.
- Observing health and safety regulations and procedures and wear appropriate and required Personal Protective Equipment.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining cooperative and effective working relationships with others.

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- Maintain 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.
- Ability to respond to 24 hour emergencies, work all shifts including nights and weekends.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma/GED Certificate supplemented by college level coursework relevant to wastewater treatment and two years of experience maintaining and operating wastewater systems, including at least one year of incinerator operation experience; OR an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Valid State of Washington Driver's License.

WWTP Operator Class II License.

Incinerator Operator License.

First Aid/CPR card within 6 months of date of hire.

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:**

- Indoor/outdoor work environment.
- 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.
- 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.

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- 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 and high voltage.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_