

CITY OF GOODING

CLASS SPECIFICATION

WASTEWATER TREATMENT PLANT OPERATOR

Pay Grade: 10

FLSA Designation: Non-Exempt

Classification Summary

The primary function of an employee in this class is to perform semi-skilled and skilled operations and maintenance duties in the City wastewater treatment facility, including monitoring, operating, and maintaining equipment. Additionally, an employee in this class performs testing and sampling duties, including making equipment adjustments to maintain operational standards. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. The employee in this class does not exercise supervisory duties over other employees. The work is performed under the direct supervision of the Waterworks and Parks Supervisor and under general supervision of the Public Works Director. The principal duties of this class are performed in a treatment plant environment that may include working in adverse weather conditions and hazards involving the use of power tools and equipment and exposure to hazardous and allergenic materials. May be required to work in confined spaces.

Essential Duties and Responsibilities (may vary by assignment)

- Monitors control panels, gauges, and meters to detect variations in operating conditions;
- Operates computerized maintenance tracking and scheduling programs;
- Inspects and maintains sewer lift stations, pumps, collection lines, manholes, equipment, and related facilities of the wastewater collection and treatment system;
- Performs scheduled and emergency maintenance and repairs on all plant equipment;
- Performs sampling and laboratory testing of various plant processes;
- Collects samples for laboratory testing for the industrial pre-treatment program;
- Reads meters for sewer billing;
- Locates system connections and laterals for contractors and repair and maintenance functions;
- Prepares monthly DMR reports for federal and state agencies;
- Maintains all equipment at the treatment plant;
- Manages the sludge for drying periods to meet regulations;
- Performs grounds keeping duties including maintaining sprinkler system, lawns and weed abatement;
- Orders supplies and equipment to keep the plant operating effectively;

- Converts all data collected into operations to enable optimum plant performance;
- Prepares and maintains work order, activity, maintenance, and performance records, including daily and other periodic work schedule and activity reports;
- Operates a variety of hand tools and power equipment including but not limited to jackhammers, electrical testing equipment, metal detector, welder, hand held meter data collection device as needed;
- Operates heavy equipment including, but not limited to backhoe, dump trucks, and job-related equipment as needed;
- Attends meetings and conferences to keep abreast of new developments and municipal operations;
- Maintains cooperative working relationships with City staff, community leaders, and elected officials;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices.
- May be required to perform work in confined spaces.

Other Duties and Responsibilities

- Performs duties of other Public Works employees as needed;
- On call 24 hours to respond to emergency situations;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Methods, equipment, materials, tools, and standard practices for the operation and maintenance of a wastewater treatment facility;
- Wastewater laboratory sampling and testing procedures and standards;
- Federal (EPA and NPDES), state (DEQ and DWR), county, City, and other applicable water and wastewater quality standards;
- Safe equipment and tool operation and maintenance practices;
- Mechanical apparatus, electrical, pump, and pipe fitting methods and techniques;
- City and Department policies, procedures, regulations, and operational standards;
- Effective communication skills.

Ability to:

- Follow written and oral instructions;
- Learn and apply Federal (EPA and NPDES), state (DEQ), county, and City water quality standards;
- Learn and apply Federal (OSHA) regulations and City policies regarding safe work practices and handling and disposal of hazardous materials. Working safely in confined spaces.
- Perform simple mathematical calculations as required for system operation;
- Read and interpret system technical and operational manuals and guidelines;

- Read and interpret meters, gauges, control panels, and testing and monitoring equipment;
- Operate a personal computer and job-related software;
- Perform basic mathematical computations;
- Operate and adjust manual and automated valve, pump, and control systems;
- Operate a motor vehicle, heavy equipment and power and tools;
- Make visual inspections and adjust processes accordingly;
- Prepare written reports and maintain system performance records;
- Follow oral and written instructions;
- Prepare and present accurate and reliable reports containing findings, determinations, and recommendations;
- Coordinate a variety of tasks and schedules to meet demanding timelines;
- Maintain detailed and accurate records of work performed;
- Operate a personal computer and job-related software;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Communicate both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or as a team member;
- Establish and maintain effective working relationships with the public, other City employees, supervisory and subordinate personnel, and elected and appointed officials.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Two (2) years experience in wastewater field as an operator is required, and five (5) years experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Wastewater Treatment Plant Operator.

Special Qualifications

- Idaho Class B CDL drivers license with airbrakes and tanker endorsement is required;
- Idaho Class I Wastewater certification is required and Class II is preferred;
- Idaho Class I Laboratory Analysis certification is required and Class II is preferred;
- Forklift operator certification is preferred.

- Must provide active phone number for after hours contact;

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle backup warnings;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and comprehend and generate written work orders, read meters and gauges, collect water samples, and discern technical and operational problems and solutions;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate and maintain a variety of power and hand tools, operate a motor vehicle and heavy equipment, and operate standard office equipment, including a personal computer, and to make adjustments to equipment;
- Sufficient body flexibility, mobility, agility, physical strength, stamina, and balance to supervise and perform installation and maintenance tasks which require bending, stooping, kneeling, reaching, twisting, climbing and working on ladders, working in enclosed spaces, lifting up to 50 pounds frequently and up to 100 pounds occasionally, and walking over uneven flooring and up and down ramps.