



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Wastewater Treatment Plant Operator I  
**FLSA STATUS:** Non-Exempt, Grade 8  
**UNION:** AFSCME  
**UPDATED:** March 2016

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**PURPOSE OF POSITION:** Perform various duties required to operate and maintain the City's Class IV Wastewater Treatment Plant in compliance with State and Federal regulation; while meeting the specific effluent standards established by the facility's NPDES permits and protecting public health and the health of the receiving stream.

**ESSENTIAL JOB FUNCTIONS:**

Assist to perform inspections of and maintain various aspects of the City's Class IV Wastewater Treatment Plant, including pretreatment, flow control, sequencing batch reactor system (electrical valves, blowers, mixers), effluent filtration and UV disinfection systems, digester blowers, sludge thickener, associated pumps, motors and motor control centers as well as the chemical addition system, stand-by emergency generator, PLSCs and SCADA systems to ensure equipment operation, working condition and cleanliness according to established requirements.

Learn and perform work using new processes and systems as needed to respond to the upgrade of the Wastewater Treatment Plant to include tertiary filtration, ultra-violet disinfection, alkalinity control systems, sludge thickening and aerobic digester upgrades.

Maintain logs and records as required by laws, regulations and procedures regarding the collection and treatment of sewage. Assist with preparation of required reports.

Collect, analyze and record process control laboratory data. Adjust plant settings as needed to meet targets set by process control guidelines. Enter and retrieve data as directed from computerized data system.

Properly collect samples from Wastewater Treatment Plant processes and complete appropriate EPA/DEQ required laboratory tests in accordance with the standard methods. Collect and prepare samples for specialized analyses by contract laboratories. Evaluate and isolate problems with procedures, equipment and operational system and make corrective recommendations to Lead or Supervisor as necessary.

Operate and maintain the test equipment required to perform laboratory testing, including dissolved oxygen meters, pH specific ion meters and conductivity and titration devices.

Monitor and record gauges, meters, motor control centers, control panel and SCADA systems. Use data for application of the preventative maintenance program. Assist with the performance of preventative and corrective maintenance as directed. Record data as required in maintenance logs.

Collect and analyze samples for the Biosolids program. Assist with proper reporting according to Federal and State standards.

Assist in the application of the Stormwater "Best Management Plan", including sampling, monitoring and recording data as required.

Use the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, cooperative and productive working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Perform various grounds and custodial work within Facility. Work with City Collection crews as needed to maintain wastewater collection system. Perform various duties associated with field crews within the public works department as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, including meeting with team members, peers in the wastewater profession and regulatory staff and reading materials (such as provided reference, safety and equipment manuals). Safely operate various types of equipment, e.g. dump truck, backhoe, boom truck, mowers and hand-held power tools as needed to perform duties. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** High School education or equivalent and at least one year of experience at a Class II or higher Wastewater Treatment Facility or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. General knowledge of the principles, methods, materials, tools and equipment used in Wastewater Treatment Plant operations and maintenance, including biological and chemical nutrients and lab testing. General knowledge of solids processing and related principles of chemistry and biology; principles of sample collection and preservation, safety and biohazards associated with sewage treatment and routine process control laboratory tests. Good communication (reading, verbal and written), mathematics and computer (Word, Excel) skills.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of an Oregon Level I Wastewater Treatment certificate at time of hire or within six months. Must also possess a current First Aid/CPR card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment. Must be able to respond onsite to an emergency within twenty and no more than thirty minutes.

**DESIRABLE REQUIREMENTS:** Previous experience within a Class III or higher municipal Wastewater Treatment Facility. Possession of a Flagger/Work Zone Traffic Control certificate. Working knowledge of RS-View. Possession of an Oregon Level I Wastewater Collections certificate.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, kneel, balance, climb, twist, push, pull, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 75 pounds (such as sulfur dioxide cylinders which will be lifted with assistance). Movement of materials weighing up to 25 pounds may consume up to 15% of work period. Activity and types of duties performed require manual dexterity and coordination over 50% of the work period. Must be able and available to act as an Emergency Responder.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, raw sewage, sludge, biohazards, dirt, oil, grease, fumes, noise and chemicals. Must be able to work at heights of up to 30 feet and suspended over

**THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.**

concrete tanks or tanks filled with liquid. On rare occasions work is performed from boats. Work frequently occurs around moving equipment and electrical circuits. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis. Requires working on rotating shifts, weekends and holidays.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the Wastewater Treatment Plant Supervisor and takes direction from the Lead Wastewater Treatment Plant Operator.