



ORGANIZATION: City of Lincoln City
JOB TITLE: Wastewater Treatment Plant Operator III
FLSA STATUS: Non-Exempt, Grade 12
UNION: AFSCME
UPDATED: March 2016

PURPOSE OF POSITION: As a senior member of the team, 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:

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, PLCs and SCADA systems to ensure equipment operation, working condition and cleanliness according to established requirements. May direct these functions in the absence of the Lead or Supervisor.

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 an aerobic digester. Assist Lead and Supervisor to train subordinate Operators and assist with the transition.

May be given primary responsibility in the laboratory as needed and according to competencies. This includes independent responsibility to ensure completion of EPA/DEQ required collection and lab testing accordance with the standard methods, including compliance with Laboratory Quality Control/Quality Assurance Plan. Collect and prepare samples for specialized analyses by contract laboratories.

Operate and maintain the test equipment required to perform laboratory testing, including dissolved oxygen meters, pH specific ion meters and conductivity and filtration devices. Troubleshoot problems with laboratory procedures and equipment. Order supplies and repair parts in a timely manner.

May be given primary responsibility in the preventative maintenance program as needed and according to competencies. This includes independent responsibility to ensure that the preventative maintenance plan is up-to-date, scheduled maintenance is followed and that the overall plan enforced. Order supplies and repair parts in a timely manner. Evaluate and isolate problems with procedures, equipment and the operational system and make corrective recommendations as necessary. Use and interpret multi-meter and other similar devices.

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.

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.

Assist the Lead Operator with the scheduling of preventive and corrective maintenance for Plant and buildings and grounds. Record data as required in maintenance logs. Assist in computer-based requisition ordering system to obtain repair parts as authorized.

Collect and analyze samples for the Biosolids program, assist with proper application and reporting in accordance with Federal standards and State laws. Prepare related reports for submission to regulatory agencies as directed.

Assist the Lead Operator and the Supervisor with the application of the 1200-Z Stormwater Management Plan, including sampling, monitoring and recording data as required by permit.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using 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, productive and cooperative working relationships with City staff, other organizations and the general public.

Ensure safe working habits by others and follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. Act as a competent person as needed on excavation sites.

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 remaining up-to-date on 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. In the absence of the Lead or Supervisor, may be responsible for DEQ reporting per NPDES requirements. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School education or equivalent supplemented by an Associates Degree in an applied science and three years experience at a Class III 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. Thorough knowledge of the principles, methods, materials, tools and equipment used in Wastewater Treatment Plant and Wastewater Collection system operations and maintenance, including biological and chemical nutrients, and lab testing. Thorough 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 laboratory tests. Good communication (reading, verbal and written), mathematics, organization and computer (Word, Excel, SCADA) skills.

SPECIAL REQUIREMENTS/LICENSES: Possession of Oregon Wastewater Treatment Level III, and current First Aid/CPR card and the ability to maintain them throughout

employment. Possession of a competent person certification for excavation sites. Must be able to respond onsite to an emergency within twenty and no more than thirty minutes

DESIRABLE REQUIREMENTS: Relevant experience within a Class IV Wastewater Treatment Facility. Possession of a Flagger/Work Zone Traffic Control certificate. Possession of an Oregon Wastewater Collection Level II certificate. Working knowledge of RS-View.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, push, pull, kneel, balance, climb, twist, 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.

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 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. Must be able and available to act as an Emergency Responder.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function of this position.

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

