



ORGANIZATION: City of Lincoln City
JOB TITLE: Lead Wastewater Treatment Plant Operator
FLSA STATUS: Non-Exempt, Grade 14
UNION: AFSCME
UPDATED: March 2016

PURPOSE OF POSITION: In a lead capacity, perform various duties required to operate and maintain the City's Class IV Wastewater Treatment Plant in compliance with State and Federal regulations while meeting the specific effluent standards established by the facility's NPDES permits and protecting public health and the health of the receiving stream. Operate equipment and ensure safe work practices of crew.

ESSENTIAL JOB FUNCTIONS:

In a lead capacity, train, schedule, determine work to be performed, assign and review work, provide input in the hiring and performance evaluation of crew and participate in duties of assigned crew.

Respond to various questions, resolve problems and provide technical assistance to crews that arise at the work site involving work tasks and the public.

Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases; estimate costs of proposed work; purchase materials as necessary, within budgetary guidelines.

Direct, schedule and perform inspection of and maintain the Wastewater Treatment Plant including pretreatment, flow control, sequencing batch reactor system (electrical valves, blowers, mixers, SCADA system), effluent filtration and UV disinfection systems, digester blowers, sludge thickener, associated manual valves, pumps, motors and motor control centers as well as the chemical addition systems, stand-by emergency generator, PLCs and SCADA systems to ensure equipment operation, working condition and cleanliness according to established requirements.

Assist Supervisor with the planning and implementation of standard operating procedures and the training of staff in the proper operation and maintenance of plant equipment.

On occasions when the Supervisor is not available, independently responsible to the EPA and DEQ to ensure that compliance requirements are met, that information is given and received to Department Head, that any pre-set deadlines or obligations are met and that any new direction from the Department Head is followed.

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.

Ensure the use of and use appropriate laboratory collection quality control protocols, up-to-date preventative maintenance systems and conformity with the Storm water Management Plan. Analyze and interpret process control laboratory data and adjust to meet targets set by process control guidelines. Recommend process changes as needed.

Assist with proper recording of accurate laboratory data, including that required by the 1200-Z Storm water discharge permit. Maintain logs and records as required by laws, regulations and procedures regarding the collection and treatment of sewage. Prepare required reports for operations of the Wastewater Treatment Plant.

Adjust Wastewater Treatment Plant settings as needed to meet targets set by process control guidelines. Enter and retrieve data from SCADA. Interpret test results and make recommendations to Supervisor.

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 in obtaining new locations for application.

Monitor and record gauges, meters, control panels and SCADA system. Enter and retrieve data from facilities computerized data system. Use process control systems to operate and control treatment processes.

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 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. Model safe work practices for work crew. 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 Wastewater Collection crews as needed to maintain wastewater collection system. Recommend modifications and new safety rules and procedures for facilities. 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, reading materials (such as reference, safety and equipment manuals), and meeting with peers in the wastewater profession and regulatory staff. 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 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 principles, methods, materials, tools and equipment used in wastewater treatment plant operations and maintenance, including biological and chemical nutrients, wasting strategies, facility permits (including NPDES Waste Discharge Permit and 1200-Z Industrial Storm water Discharge Permit) and laboratory testing techniques. Extensive knowledge of solids processing, including a thorough understanding of the Biosolids Management Plan, and related principles of chemistry and biology; principles of sample collection and preservation, safety and biohazards associated with sewage treatment as well as experience with laboratory tests. Demonstrated successful leadership, delegation and training skills as well as strong communication (reading, verbal and written), mathematics, organization, computer (Word, Excel, SCADA), time and budget management and attention to detail.

SPECIAL REQUIREMENTS/LICENSES: Possession of an Oregon Wastewater Treatment Level III Certificate. Must also possess a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain throughout employment. Possession of a competent person certification for work at excavation sites. Must be able to respond onsite to an emergency within twenty and no more than thirty minutes.

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

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: In a lead capacity, responsible for two to three FTE. Provides training and orientation to newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Wastewater Treatment Plant Supervisor.