



# Wastewater Treatment Facility Technician I

**DEPARTMENT:** Public Works    **SUPERVISOR:** Public Works Supervisor  
- Sewer  
**CLASSIFICATION:** Non-Exempt    **PAYROLL:** Grade K

## **POSITION SUMMARY**

Performs a variety of semiskilled technical and mechanical work in the operation and maintenance of the Wastewater Treatment Facility and related systems, including work related to biosolids management with emphasis on preventative maintenance and routine repair tasks.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Performs extensive and routine preventative maintenance from oil changes and greasing to inspection and replacement of belts, seals, chains, sprockets, valves, and various other parts to prevent sudden failure of all critical equipment including the rolling stock.
- Evaluates pump performance and operational data to determine if, when, and what work must be done to all pumps. Performs the appropriate repair work including rebuild pumps, replace packing, seals, impellers, bearings shafts and all related parts.
- Uses computer applications on a limited basis to prepare simple reports, keep daily records, and submit equipment maintenance requests. Maintains accurate and detailed maintenance records for all equipment and activities performed as directed and required.
- Designs and fabricates parts, components and equipment for numerous minor projects including installation and modification of equipment and structures. Work may include the use of welding equipment, cutting equipment, handheld power tools, bench tools, diagnostic tools, and mechanics tools. Work will require a basic understanding of a variety of materials such as steel, aluminum, brass, copper, plastics, masonry, and wood.
- Operates heavy equipment to move materials, perform equipment installation and removal, access equipment for repair, and perform biosolids land application. Heavy equipment will include, but is not limited to forklifts, front end loaders, scissor lifts and other hoisting equipment, boom trucks, and over the road commercial trucks.
- Uses computerized control system to perform limited monitoring and control of plant processes and equipment.
- Operates, repairs, and maintains specialized equipment and instruments used in the sampling, analysis, and processing of wastewater, including but not limited to lab equipment, samplers, pumps, and other conveyance equipment. Inspect, monitor, and adjust plant process equipment and instruments; performs preventive maintenance and minor repairs; may assist with major repairs, modifications, and installation and start-up of a variety of process equipment including biosolids land application.

- Responds to emergencies such as mechanical failures to power outages at the treatment facilities and wastewater pump stations during working hours and after hours as required.
- Responds to alarms and potential issues; evaluates situations to make initial assessment of potential problems. Conveys information about the alarm or situation to the supervisor or certified operator in a clear and concise manner.
- Collects and tests samples of wastewater, groundwater, industrial discharge water, and biosolids; may include collection and testing of materials containing hazardous constituents. Evaluates operational data and information and effect necessary process control changes using a variety of manual and automation control systems.
- Operates the City's biosolids field application truck, biosolids loader, auger, and other related equipment to perform loading and field application of biosolids in a safe manner in compliance with all regulations.
- Represents the City of Stayton by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Emulate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

#### **AUXILIARY JOB FUNCTIONS**

- Assists other staff in the performance of their duties as assigned.
- Maintains regular job attendance and adherence to working hours.
- Operates a motor vehicle safely and legally.
- Maintain proficiency and required certifications in areas of responsibility.
- Recommend modifications and new safety rules and procedures for facilities.
- Serve on various committees as assigned.
- Maintain work areas in a clean and orderly manner.
- Position is subject to emergency on-call response after normal duty hours on a rotational basis. Positions may require working rotating shifts, weekends, or holidays.

## **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION / EXPERIENCE**

- High School Diploma or equivalent and three years' experience in the field of water/wastewater O&M; or three years' experience as maintenance mechanic or millwright involved in mechanical systems maintenances; or two years' experience and an associate degree in a related field; or any satisfactory equivalent combination of education and experience.
- Basic knowledge of equipment, facilities, materials, and procedures related to the operation and maintenance of a conventional wastewater treatment facility and biosolids management system and procedures and regulations pertaining to workplace safety, confined space work, and working in hazardous and potentially hazardous locations.
- General knowledge of how to evaluate and troubleshoot mechanical components to determine existing operating condition; standard practices, materials, and modern methods used in the safe repair and maintenance of wastewater equipment; repairing pumps and all treatment facility equipment; OSHA industrial required safety procedures.
- Skill in operation of listed tools and equipment used in the operation and maintenance of a complex secondary wastewater treatment facility and related systems, including personal and control computers.
- Ability to perform basic process control calculations; work safely; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments, and the public; and understand and carry out written and oral instructions.

## **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possession of, or ability to obtain after one year of employment, an Oregon Grade I Wastewater Treatment System Operation certification.
- Possession of a current driver's license and the ability to obtain an Oregon Class B commercial driver's license (CDL) within one year of employment.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in height, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- Entry to confined spaces is required on an infrequent basis.
- The noise level in the work environment is usually moderately loud.

### **PHYSICAL ABILITIES**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The position requires mobility. While performing the duties of this position, the employee is frequently required to walk, sit, talk, hear, stand, bend, kneel, stoop, reach, and manipulate objects. The employee is frequently required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.
- In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; forklift, scissor lift and man-lift, front end loader, boom truck, over-the-road commercial trucks; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment. The employee will use a variety of hand, power and shop tools including welders, cut-off saws, grinders, diagnostic tools, and demolition tools.

### **SUPERVISION:**

- Works under the supervision of the Public Works Supervisor – Sewer.
- Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on site policies and practices.

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.

The City of Stayton is an Equal Opportunity Employer.

---

---

**REQUIRED SIGNATURES**

*My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.*

---

Wastewater Treatment Facility Technician I

---

Date

---

Public Works Director

---

Date