



Wastewater Treatment Facility Operator 1

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

PURPOSE OF POSITION: To work towards learning the operation and maintenance activities required for the operation of the City of Stayton's Wastewater Treatment Facility, wastewater collection system, associated lift stations, and storm water collection system. To maintain these systems for compliance with the State and Federal regulations; while meeting the specific effluent standards established by the facility's NPDES permit.

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

- Assist in the performance of daily visual inspections of wastewater treatment facility equipment and processes to ensure proper working condition and cleanliness per established requirements and complete corrective and preventative maintenance on equipment at the wastewater treatment facility, collection system, and associated lift stations to ensure efficient, reliable operation.
- Prepare biosolids for distribution by proper operation of handling and dewatering equipment. Process dried biosolids for land application or customer pickup/delivery. Load biosolids spreading truck, and land apply biosolids on approved fields. Prepare related reports for submission to supervisor.
- Assist operations staff in the maintenance of facility equipment within the wastewater and storm water facilities.
- Maintain logs and records as required by the NPDES permit, the plant's quality assurance/quality control program, and DEQ/EPA rules and regulations regarding wastewater flow and treatment plant operation and maintenance activities. Perform computer operation as needed for reports and record keeping.
- Perform routine custodial/maintenance duties to keep buildings, furnishings, grounds clean and in good appearance within the wastewater and stormwater facilities.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate 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 and procedures established for work areas.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- 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 work areas in a clean and orderly manner.
- Assist Wastewater & Storm Collection System Operator on an as-needed basis.
- Position is subject to emergency on-call response after normal duty hours on a rotational basis. Position 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 plus experience in wastewater treatment plant operations or any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills and ability to perform the above duties. Associates Degree in chemistry, biology, or a waste treatment discipline is preferred.
- Ability to perform simple chemical tests, keeps records, and derives and prepares accurate reports from those records.
- Working knowledge of equipment, facilities, materials, method and procedures used in wastewater and storm water collection system maintenance and operation activities.
- Skill in operation of tools and equipment including a telephone, computer, calculator, a variety of laboratory equipment and other related industry equipment.
- Knowledge of Microsoft Office Suite.
- Ability to communicate effectively verbally and in writing; to understand and carry out written and oral instructions in English.

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 within one year of employment an Oregon Class B Commercial Driver's License (CDL).

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.

- While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, bend, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.
- This position requires mobility and agility to move about the worksite as demands dictate.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- The employee must be able to operate a vehicle to drive to various locations.

SUPERVISION

- Works under the supervision of the Sewer System Supervisor.

- 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 Operator 1

Date

Public Works Director

Date