

**City of Florence**  
**Wastewater Treatment Plant Operator I**

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DEPARTMENT: Public Works  
CLASSIFIED: Regular, Full-time  
DATE: September 2017  
Approved: September 5, 2017

REPORTS TO: Public Works Director  
POSITION STATUS: Non-exempt  
COMPENSATION: \$18.69-25.82/hr

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**PURPOSE OF POSITION:**

Performs wastewater treatment plant operations, cleaning, and maintenance tasks including collecting samples, removing biosolids, basic equipment repair, instrument calibration, meter readings, data entry, laboratory testing and analysis, and sewer pump station maintenance, including STEP (Septic Tank Effluent Pump) system maintenance.

**ESSENTIAL JOB FUNCTIONS:** *The list of duties is a representative sample of the work appropriate to this position and does not include all the duties that may be assigned by the Supervisor. The incumbent may perform a combination of some or all of the following duties:*

- Performs routine plant maintenance and cleaning activities, including custodial, and implementing appropriate repairs to equipment, grounds, and buildings.
- Conducts routine meter readings, following established schedules; enters data into applicable computerized system.
- Performs laboratory testing, utilizing established procedures; implements adjustments to equipment to ensure optimum efficiency.
- Calibrates analyzers, meters, and problems following established manufacturer guidelines.
- Maintains accurate records of systems operation and maintenance.
- Helps with the biosolids composting operation, including mixing, turning and monitoring of the covered aerated static pile.
- Complies with safety requirements of the position and actively promotes safe work practices.
- Ability to rotate with other operators for weekend plant and lift station duties. This includes the ability to perform various duties and responsibilities of Water Treatment Plant Operator during weekend duty.
- Responds to system maintenance and or service calls outside scheduled work hours while on call or in the event of an emergency.
- In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Drives and operates a variety of vehicles and equipment.

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Follow all safety rules and procedures established for work areas.

**AUXILIARY JOB FUNCTIONS:**

May perform various duties of Water Treatment Plant Operator while performing weekend duty or as additional support to the Water Treatment plant representing approximately 10% of the work time. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:**

Knowledge of principles and practices of operation, repair and maintenance of a Wastewater Treatment Plant, specifically in the area of activated sludge, including sampling, testing and evaluation techniques.

Knowledge of chemicals, safe operation of equipment required in position, record keeping requirements and arithmetic calculations including decimals and fractions.

Equivalent to high school diploma and special consideration will be given to experience in specialized courses related to wastewater treatment.

**SPECIAL REQUIREMENTS/LICENSES:** Must be able to obtain State of Oregon Wastewater Treatment Plant Operator I certification within eighteen months of hire, current CPR/First Aid cards, and valid Oregon driver's license.

**DESIRABLE ADDITIONAL QUALIFICATIONS:** Possession of Wastewater Treatment Plant Operator I certification; Possession of Water Treatment Plant Operator certification; and Class A Commercial Driver's License.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, climb, stoop, kneel, crouch, reach, stand, walk, push, pull, and manipulate objects, tools, or controls. The position requires mobility. Position duties regularly require the movement of materials weighing up to 25 pounds and/or in excess of 50 pounds of force frequently. Some duties are physically demanding requiring exertion equivalent to moving materials weighing up to 100 pounds. Activity and types of duties performed require manual coordination and dexterity.

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**WORKING CONDITIONS:** Work is performed in a wide variety of environments including laboratory, wastewater treatment plant, confined spaces, lift/pump stations, outside weather conditions, and may be exposed to raw sewage, fumes, oils, chemicals, etc. Position performs "on-call" services after normal work hours.

**SUPERVISION RECEIVED:** Works under the direction of the Public Works Director or his/her designee.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this-position. May provide training to newly assigned personnel in departmental policies and practices.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTORS ASSIGNED TO THIS JOB.**