

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

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DEPARTMENT:	Public Works	REPORTS TO:	Public Works Dir.
CLASSIFIED:	Regular, Full-time	POSITION STATUS:	Non-exempt
DATE:	May 2016	SALARY:	\$21.87 - \$30.22/HR

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**PURPOSE OF POSITION:**

Operate, monitor, control and maintain the City of Florence's Wastewater Treatment Facility, including all of the sewer lift stations, in accordance with NPDES and DEQ rules and regulations. This position may act as the principal designated operator for the wastewater treatment plant.

**ESSENTIAL JOB FUNCTIONS:**

Operate equipment used in the preliminary, primary, secondary and solids treatment of wastewater; inspect, clean, adjust, calibrate and monitor equipment and instruments and make repairs.

Monitor and operate the wastewater treatment process in accordance with permit and process control standards; measure biological and chemical levels and liquid flow; measure inventories of process; troubleshoot process and equipment problems.

Collect liquid and solid waste samples; perform standard and non-standard biological and chemical tests for troubleshooting, permit requirements, or research work; record results.

Take and record process lab and flow readings, download data to recordkeeping systems.

Plan, organize and develop Standard Operating Procedures (SOP) and update and maintain the Electronic Operations Manual. Investigate the need for an SOP and the methods used in carrying out that SOP, produce the SOP in the standard format for electronic O&M Manual and update and maintain the manual as needed. Verify the accuracy of the SOP by implementation and edit as needed.

Demonstrate a strong understanding in sequence of treatment, processes and interrelated effects.

Able to identify problematic areas/issues and respond appropriately and effectively based on the priority of the issue. Identifies and takes action in areas needing improvement in efficiency of operations.

Troubleshoot and perform preventative, reactive and routine mechanical repairs, replacements, and modifications on high cost/high risk mechanical equipment at the treatment plant, pump stations and lab such as pumps, boiler, bar screen, clarifiers, centrifuge, digester, filters, and blowers. Perform scheduled preventative maintenance on mechanical equipment to extend life and reliability of the equipment.

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Complete maintenance and repair records. Perform essential functions under general supervision with responsibility for independently determining appropriate sequences, methods, techniques, and procedures.

Performs routine plant maintenance and cleaning activities, implementing appropriate repairs to equipment, grounds, and buildings.

Operates and drives a variety of vehicles and heavy equipment, front-end loaders, backhoes, and/or other related items.

Complies with safety requirements of the position and actively promotes safe work practices.

Responds to system maintenance and or service calls outside scheduled work hours while on call or in the event of an emergency. Ability to rotate with other operators for weekend plant and lift station duties.

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.

Knowledge of:

- Laboratory procedures and protocols;
- Practices and principles of wastewater treatment, specifically in the area of activated sludge;
- Heavy equipment operations;
- Building and grounds maintenance principles and practices;
- Applicable process equipment, controls, valves, and pumps;
- Applicable tools and equipment utilized in the maintenance and repair of wastewater plant equipment;
- Plant records;
- Computer files and data;
- Wastewater PLC's (programmable logic control system);
- Safe work methods.

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**Skill in:**

- Decision making;
- Determining work methods;
- Prioritizing and assigning work;
- Scheduling projects;
- Performing laboratory testing;
- Operating heavy equipment;
- Using a computer and related software applications;
- Operating applicable tools and equipment;
- Maintaining records and preparing reports;
- Reading blueprints;
- Implementing routine facility and grounds repairs;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Education, Experience, Certifications and Licenses Required:**

Associate's degree or two-year technical certificate in wastewater, business, public relations, leadership or related areas and at least five years of experience at a class III or higher wastewater treatment plant, including two years as an Operator III or in a lead role; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

**Licensing Requirements:**

- Oregon Level IV Wastewater Operator Certificate;
- Valid Oregon Class A commercial driver's license within six months of hire.

**DESIRABLE ADDITIONAL QUALIFICATIONS:** Previous supervisory experience in the operation of a Class III Wastewater Treatment Plant.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, communicate, reach, climb, balance, stoop, kneel, crouch, stand, walk, push, pull, lift, grasp and manipulate objects, tools, or controls. The position requires mobility. Position duties regularly require the movement of materials weighing up to 25 pounds. Some duties are physically demanding requiring exertion equivalent to moving materials weighing up to 100 pounds (push, pull, roll material weighing up to 1000 pounds).

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**WORKING CONDITIONS:** Work is performed in a wide variety of environments including but not limited to, office, laboratory, wastewater treatment facility, lift stations. Work may be both indoors and outdoors and in a variety of weather conditions. Work may also be exposed to confined spaces, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, raw sewage, extreme temperatures, etc.

**SUPERVISORY RESPONSIBILITIES:** Other than being principal designated operator for the wastewater treatment plant, supervision is not normally a responsibility of this classification.

**SUPERVISION RECEIVED:** Works under the general supervision of the Water/Wastewater Treatment Plant Superintendent.

**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.**