



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> WASTEWATER OPERATIONS OPERATOR II (LEVEL 8)	
<b>DEPARTMENT:</b> WASTEWATER OPERATIONS	<b>SUPERVISOR:</b> WASTEWATER OPERATIONS SUPERVISOR
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 1501	<b>REVISION DATE:</b> 2017-05-22
<b>REPRESENTED BY:</b> IUOE	<b>REVIEW DATE:</b> 2019-05-07

## **JOB SUMMARY:**

Performs limited skilled and manual work in maintenance, operations and related preventative and grounds maintenance.

Work is generally performed under general supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Performs grounds maintenance and custodial duties as assigned.
- Takes pH, dissolved oxygen and temperature readings, and performs routine clarifier cleaning.
- As directed, collects influent and effluent samples; sets up, conducts and records routine laboratory test results, pH and others and reports findings.
- Notifies supervisor of any problems or safety hazards identified in the course of the work shift.
- Performs treatment plant preventative and corrective maintenance.
- Monitors and complies with all safety measures and procedures at all times.
- Available for on-call duty and after hour emergencies.
- Requires shift, weekend and holiday work.
- Must be able to get to district boundary from residence in 30 minutes for on-call rotation.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

## **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent.
- Must obtain within one (1) year from initial employment, any required certifications or licenses applicable to the utility; i.e., First Aid Training, Certified Flagging Safety, etc.
- Must possess a valid Washington State Competency Certificate: "Group I-OIT", or have established reciprocity at time of appointment.
- One (1) year operational experience in a secondary treatment facility. One (1) year operational

experience in a rated Class II facility preferred.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Working knowledge of activated sludge including the types and uses of processes and standard equipment used in the operation of a wastewater treatment plant.
- Ability to read and understand basic as-built drawings.
- Requires some knowledge of electricity.
- Knowledge of the types and uses of common hand tools, electrical and/or mechanical equipment used in operation and maintenance work.
- Ability to operate plant equipment and pumps.
- Understand and follow job procedures, rules and safety.
- General mechanical aptitude and ability to perform semi-skilled tasks under general supervision.
- Requires basic knowledge and understanding of wastewater related mathematics.

**GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

**SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.
- Requires a Class A Commercial Drivers License (CDL) and additional endorsements (tanker and air brake) within eighteen (18) months of training start date.

**WORK ENVIRONMENT:**

- Work is generally performed in a plant environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is generally performed in an environment consisting of loud noises, biological agents, chemical hazards, and odors associated with wastewater treatment plants.
- Ability to work in or around confined space areas.
- Ability to perform manual tasks involving physical strength and endurance.
- Requires visual and hearing acuity and substantial manual dexterity.
- Ability to withstand exposure to variable weather conditions.

**MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- Equipment utilized includes laboratory equipment; miscellaneous hand and power operated tools and equipment associated with treatment plant maintenance and repair; vehicles including small and full size pick-up trucks, forklift, and standard office equipment including a computer.
- Personal Protective equipment (PPE's) shall be comprised of all PPE's associated with chemical, confined spaces, and atmospheric conditions common in the work place. Level

- of PPE protection will be determined by District and safety guidelines.
- Able to wear and use a respirator (tight fitting negative and positive pressure type).

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	O		
Standing	F		
Walking	F		
Driving	O		
Lifting: 50 lbs.	F		
Carrying: 50 lbs.	C		
Push/Pull: 50 lbs.	F		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	O		
Bending at Waist	F		
Twisting at Waist	F		
Crouching/Kneeling	F		
Crawling	O		
Reaching	F		
Repetitive Motion	F		
Handling/Grasping	F	Pinch Grasp 90%	Whole Hand Grasp 90%
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	C		
Hearing	C	Indoors 50%	Outdoors 50%
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.