



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> WASTEWATER OPERATIONS OPERATOR III (LEVEL 11)	
<b>DEPARTMENT:</b> WASTEWATER OPERATIONS	<b>SUPERVISOR:</b> SENIOR OPERATOR OR DESIGNEE
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 1501	<b>REVISION DATE:</b> 2017-05-08
<b>REPRESENTED BY:</b> IUOE	<b>REVIEW DATE:</b> 2019-02-05

## **JOB SUMMARY:**

Performs all operational tasks in the treatment facility and assists in the maintenance and cleaning of structures, grounds, equipment and process units. Performs treatment plant equipment preventative and corrective maintenance. Motivates workers to meet standards and schedules and helps solve work problems.

Work is generally performed under general supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Performs all operational tasks in the treatment facility.
- Monitors and/or records gauges, meters and control panels.
- Operates scum, sludge and disinfection equipment.
- Takes the lead and assists in the maintenance and cleaning of structures, grounds, equipment and process units.
- Assists in training on equipment use.
- Receives instructions and work assignments from the Senior Operator or designee; may assign and explain tasks to others.
- Motivates workers to meet standards and schedules and helps to solve work problems.
- Assists Senior Operator in the performance of all tasks pertinent to controlling operations of the treatment plant.
- Makes adjustments to equipment within established guidelines.
- May be responsible for various phases of purchase requisitions.
- May assist in microscope examination of process.
- Reports any problems with equipment or biological processes to Senior Operator/WWTP Operations Supervisor.
- May write work orders for repair of equipment.
- As assigned, performs tasks associated with facility and landscape maintenance; performs treatment plant equipment preventative and corrective maintenance; cleans, scrapes and paints machinery, equipment and facilities. Repairs or replaces valves, switches, motors and related

- equipment as required or assigned.
- Notifies supervisor of any problems or safety hazards identified in the course of the work shift.
- 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:**

- Provides back-up support by assuming the duties of the Senior Operator - Relief and Senior Operator, as directed.

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent.
- Vocational and/or college courses in sewerage treatment, equivalent to one (1) year post graduate. Additional operation experience may be substituted for educational requirement.
- 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.
- Three (3) years operational experience in a rated Class II or higher secondary treatment facility. One (1) year operational experience in a rated Class III facility preferred.
- Must possess a valid Washington State Competency Certificate "Group III", or have established reciprocity.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- Considerable knowledge of processes, equipment, lab procedures, practices and materials used in the operation of a wastewater treatment facility.
- Understand and follow job procedures, rules and safety, and enforcement thereof.
- Ability to maintain accurate records.
- Ability to read and understand as-built drawings.
- Ability to recognize abnormal lab data and report it to the Senior Operator.
- Requires basic knowledge 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.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	F	Pinch Grasp 50%	Whole Hand Grasp 50%
<i>Comments for line above:</i>			
Fine Finger Manipulation	O		
Talking	C		
Hearing	C	Indoors %	Outdoors %
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.