



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE WASTEWATER OPERATIONS SENIOR OPERATOR - RELIEF (LEVEL 12)	
DEPARTMENT: WASTEWATER OPERATIONS	SUPERVISOR: WATEWATER MANAGER OR DESIGNEE
FLSA STATUS: NON-EXEMPT	INCUMBENTS(S):
SII CODE: 1501	REVISION DATE: 2017-05-08
REPRESENTED BY: IUOE	REVIEW DATE: 2019-10-18

JOB SUMMARY:

Performs a variety of highly skilled operational and maintenance tasks in the daily and continuous operation of a secondary Wastewater Treatment Plant (WWTP). Operates pumps, control systems, and power equipment. Provides instruction and direction to subordinate personnel in their crew, acts as lead on projects. During the absence of the Senior Operator, will perform all tasks and responsibilities associated with the Senior Operator position.

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 and maintenance tasks in the treatment facility.
- Takes the lead on assigned tasks and projects.
- Monitors and/or records SCADA systems, gauges, meters and control panels.
- Operates scum, sludge and disinfection equipment.
- Takes the lead and assists in cleaning of structures, grounds, equipment and flow units.
- Assists in training assigned staff on operation and maintenance and equipment use.
- Receives instructions and work specifications from Senior Operator and/or Wastewater Operations Supervisors/Managers; 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 and maintenance of the treatment plant.
- Makes adjustments to equipment within established guidelines.
- Is responsible for various phases of purchase requisitions.
- May assist in microscopic examination of process microbiology.
- Reports any problems with equipment or biological processes to Senior Operator/WWTP Operations Supervisors/Managers.
- Performs equipment preventative and corrective maintenance.
- Responsible for ordering plant supplies and coordinating maintenance efforts of plant operations systems with the Senior Operator/WWTP Operations Supervisors.

- Training of operations and maintenance staff in the proper procedures for preventative and corrective maintenance practices.
- May write work orders for repair of equipment.
- 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:

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Vocational and/or college courses in sewage treatment, equivalent to one (1) year preferred.
- 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.
- Three (3) years operational experience in a rated Class III secondary treatment facility required (a class IV facility is preferred).
- One (1) year of supervisory Lead responsibility in a rated Class III or IV facility preferred.
- Must possess a valid Washington State Competency Certificate "Group III", or have established reciprocity. A valid Washington State Competency Certificate "Group IV" is desired.

KNOWLEDGE SKILLS AND ABILITIES:

- Considerable knowledge of processes, equipment, lab procedures, practices, operation and maintenance and materials used in the operation of a secondary sewage treatment facility.
- Understands and follow job procedures, safety regulations, and enforcement thereof.
- Ability to maintain accurate records and produce accurate and timely reports.
- Ability to read and understand as-built drawings.
- Performs preventive and corrective maintenance of treatment plant equipment; clean scrape, paint machinery, equipment and facilities. Repair or replace valves, switches, motors and related equipment as required or assigned.
- Ability to recognize abnormal lab data and report it to the Senior Operator.
- Must be able to operate a computer model of the plant(s) to obtain optimized operational results.
- Requires general 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	F		
Standing	F		
Walking	C		
Driving	O		
Lifting: 50 lbs.	F		
Carrying: 50 lbs.	F		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	F		
Repetitive Motion	F		
Handling/Grasping	F	Pinch Grasp 50%	Whole Hand Grasp 50%
<i>Comments for line above:</i>			
Fine Finger Manipulation	C		
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.