



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> WW OPS OPERATOR ANALYST III (LEVEL 10)	
<b>DEPARTMENT:</b> WASTEWATER OPERATIONS	<b>SUPERVISOR:</b> WW OPS SUPERVISOR
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 1501	<b>REVISION DATE:</b> 2021-03-11
<b>REPRESENTED BY:</b> IUOE	<b>REVIEW DATE:</b>

## **JOB SUMMARY:**

Performs a variety of tasks at a highly skilled level in the operation and maintenance of the District's two wastewater treatment facilities. Operate hand/power tools, equipment, and machinery to accomplish assigned duties such as, but not limited to; data collection, water quality monitoring/treatment and sampling, laboratory work, process control work, grounds/building maintenance, piping/valve/pump repairs, and other overall preventive and corrective maintenance duties within the facilities.

Work is generally performed under general supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Receives instructions and work assignments from the Senior Operator or designee; leads assignments and may perform, assign and/or explain tasks to others.
- Observes facility for proper functioning of mechanical and biological processes. Informs management of potentially hazardous conditions or problems in all areas of responsibility.
- Troubleshoots a variety of treatment plant related problems and formulates corrective actions.
- Accountable for the proper execution of procedures, to ensure efficient and reliable operation of all District equipment and processes.
- Accountable for collecting and recording accurate operational and performance data for assigned work.
- Appropriately document tasks performed. Writes work orders for repair of equipment.
- As assigned, performs all operational tasks in the treatment facility along with preventative and corrective maintenance such as but not limited to; cleaning, scraping and painting machinery, equipment and facilities; Repairing or replacing valves, switches, motors and related equipment; Removing debris from bar screen; Cleaning structures, equipment and flow units; Operating grit removal system; Operating scum, sludge and disinfection equipment; while performing basic site maintenance and custodial duties as assigned.
- Interprets SCADA systems, gauges, meters and control panels in all areas.
- Makes adjustments to equipment within established guidelines.

- Exercises good judgment and decisions within the scope of each assignment.
- May train assigned staff on operation, maintenance, and equipment use in area assigned.
- May review data for the NPDES permit and produce accurate and timely reports.
- Performs advanced lab analysis for process control and microscopic examination. Interprets and reports results. May be assigned to maintain lab accreditation and/or other permit and regulatory requirements.
- May be responsible for ordering plant supplies and for various phases of purchasing.
- 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.
- Three (3) years operational experience in a Class II or higher rated secondary treatment facility OR five (5) years of experience in a similar work situation OR any combination of education and experience, which demonstrates competency.
- Must possess a valid Washington State "Group II" or higher Wastewater Treatment Plant Operator certification, or have established reciprocity at time of appointment.
- Successful completion of the "Class I" Lab Analyst certification program by Association of Boards of Certification (ABC).
- ABC Board of Examination Maintenance Technician 1 certification within two (2) years of appointment, desired but not required.
- 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.

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

- Advanced knowledge of activated sludge including the types and uses of processes and standard equipment used in the operation of a wastewater secondary treatment plant.
- Requires good knowledge of electricity and instrumentation.
- Ability to maintain accurate records and produce clear, concise, accurate and timely reports.
- Ability to read, understand and interpret as-built drawings.
- Advanced competency with the types and uses of common hand tools, electrical and/or mechanical and standard equipment used in operation and maintenance work.
- Advanced mechanical aptitude and ability to perform skilled tasks without close supervision.
- Proficient with the District's CMMS program.
- Advanced ability to operate plant equipment and pumps.
- Understands and follows job procedures, rules and safety.
- Requires advanced knowledge and understanding of wastewater related mathematics.
- Working knowledge of spreadsheet software for recording and analyzing data.
- Working knowledge of chemistry, laboratory procedures, sampling procedures, and instruments used in environmental analysis.

#### **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate good 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	O		
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.