



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE WW OPS SENIOR OPERATOR (LEVEL 12)	
DEPARTMENT: WASTEWATER OPERATIONS	SUPERVISOR: WW OPS SUPERVISOR
FLSA STATUS: NON-EXEMPT	INCUMBENTS(S):
SII CODE: 1501	REVISION DATE: 2021-03-11
REPRESENTED BY: IUOE	REVIEW DATE:

JOB SUMMARY:

Responsible for handling difficult and complex tasks in the operation and maintenance of the wastewater treatment facilities of the District. Performs all tasks at a highly skilled level in the maintenance and operation of the wastewater treatment facilities of the District. Motivates workers to meet standards and schedules and helps solve work problems. Maybe assigned to temporarily fill in for as the Senior Operator in a Lead capacity. Assists with generating reports based upon compiled data, trains other maintenance personnel, utilizes CMMS to improve efficiency and effectiveness, generates work orders, verifies work situations in the plant, assist with budget planning, construction planning, scheduling of staff, and performs other assigned duties or projects from the Wastewater Operations Manager or designee.

Work is generally performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- May substitute for the Senior Operator in a Lead capacity.
- Receives instructions and work specifications from Senior Operator and/or Wastewater Operations Supervisors/Managers; leads assignments and may perform, assign and/or explain tasks to others.
- Motivates workers to meet standards and schedules and helps to solve work problems.
- Observes facility for proper functioning of mechanical and biological processes. Maintains all facility assets for the safe operation of both equipment and personnel and informs management of potentially hazardous conditions or problems in all areas of responsibility.
- Troubleshoots a variety of treatment plant related problems. Assists in developing recommendations for solutions to complex issues.
- Assists in preparation of section budget.
- 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 and assists in maintaining records.

- Appropriately document tasks performed. Writes work orders for repair of equipment and reviews work orders by others for completeness.
- Responsible for performance of all assigned 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 and responds to SCADA system data to improve efficiency and effectiveness of plant operations.
- Makes adjustments to equipment within established guidelines.
- Exercises sound judgment and decisions within the scope of each assignment.
- Trains assigned staff on operation, maintenance, and equipment use in all areas.
- Takes the lead and assists in cleaning of structures, grounds, equipment and flow units.
- May review data for the NPDES permit and produce accurate and timely reports.
- Performs advanced lab analysis for process control and microscopic examination. Interprets, responds, and reports results. May be assigned to maintain lab accreditation and/or other permit and regulatory requirements.
- 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:

- May assist in oversight of contractors performing maintenance, repair, or upgrade work to ensure that the work performed adheres to the District's contract specifications.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Three (3) years operational experience in a Class III or higher rated secondary treatment facility with at least one (1) year operational experience in a Class IV facility preferred OR eight (8) years of experience in a similar work situation OR any combination of education and experience, which demonstrates competency. One (1) year of related college coursework desired.
- Must possess a valid Washington State "Group III" or higher Wastewater Treatment Plant Operator certification, or have established reciprocity at the time of appointment. A valid Washington State "Group IV" certification is desired.
- One (1) year of demonstrated proficiency in wastewater process laboratory analysis including but not limited to, settleability testing, nutrient analysis, COD, microscopic examination and identification.
- One (1) year of supervisory Lead responsibility in a rated Class III or IV facility preferred.
- Successful completion of the "Class I" Lab Analyst certification program by Association of Boards of Certification (ABC), "Class II" desired.
- ABC Board of Examination Maintenance Technician 2 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:

- Considerable knowledge of processes, equipment, lab procedures, practices, materials, and operation and maintenance used in the operation of a secondary wastewater treatment facility.
- Understands and follow job procedures, safety regulations, and enforcement thereof.
- Requires good knowledge of electricity and instrumentation.
- Ability to maintain accurate records and produce clear, concise, accurate and timely reports.
- Ability to read and understand 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.
- Advanced knowledge of spreadsheet software for recording and analyzing data.
- Advanced knowledge of chemistry, laboratory procedures, sampling procedures, and instruments used in environmental analysis.
- Ability to recognize abnormal 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.

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	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 %	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.