

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>WASTEWATER TREATMENT PLANT OPERATOR</b>
<b>How to Apply</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	<b>Grade 8</b>
<b>Effective Date</b>	

### General Statement of Duties

Performs a variety of entry level, general labor, semi-skilled and skilled tasks related to the operation, maintenance and repair of wastewater treatment equipment at wastewater collections and treatment facilities; operates heavy equipment; cross trains with the collection system operators; and performs related work and tasks as required.

### Classification Summary

The principal function of an employee in this class is to perform entry level, general labor, semi-skilled and skilled tasks related to the operation, maintenance and repair of wastewater treatment equipment to ensure efficient operation of plant components and efficient processing of influent raw sewage. In addition, this employee will cross train with the collection system operators. A function of this position is contact and cooperative work with the wastewater treatment plant employees, general public, City employees, and other government agencies. The work is performed under the direct supervision of the superintendents. The principal duties of this class are performed in an outdoor environment; daily potential for hazardous exposure to methane, hydrogen sulfide, chlorine gases, sodium bisulfate, acids and other chemicals; daily potential for hazardous exposure to oxygen deficient atmosphere; daily potential for hazardous exposure to electrical shock, ultraviolet light, industrial wastes and raw sewage; daily exposure to moving parts and equipment.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine tasks related to facilities and grounds upkeep and maintenance;
- Cleans building, equipment, primary and secondary clarifiers;
- Performs environment upkeep, mowing lawns, snow removal, etc;

- Performs interior and exterior painting;
- Operates sludge trucks to transport and distribute processed sludge on agricultural property;
- Operates tractors, dump trucks, etc. as needed;
- Operates and assists in operation of light to heavy equipment in cleaning and maintaining plant facility;
- Assists in treatment plant processes and operations, including plant electrical and mechanical support systems to ensure optimum performance;
- Checks all equipment, including electrical, mechanical, hydraulic, pneumatic, and biological to ensure proper operations;
- Operates and maintains plant support systems, including stepping screens, grit removal equipment, sludge pumps, boilers, heat exchangers, greasers, oilers, clarifiers, aeration equipment, digesters, gas equipment, dissolved air floatation system, ultra violet disinfection, gravity belt thickener, belt filter press, sampling, and metering equipment, emergency power generation equipment, and all associated valves, pumps, motors, and control circuitries;
- Documents findings, efforts and activities in course of duties in a paper log and/or digital log format;
- Monitors plant alarm systems and supervisory control and data acquisition (SCADA) system;
- Assists operation and maintenance of ultra violet disinfection system;
- Assists in laboratory samples from various stages of treatment process;
- Calibrates gauges, meters and measuring devices;
- Performs a variety of laboratory tests, such as dissolved oxygen and pH, total suspended solids, sludge volume index, percent solids, and other tests and procedures;
- Interprets laboratory test results to evaluate plant performance;
- Uses mathematical calculations in figuring detention times, flow rates, areas, volumes, pumping rates, mixed liquor suspended solids, percent solids, volatile suspended solids destruction/reduction, etc;
- Performs and assists with maintenance and repair of plant and collection system equipment;
- Implements emergency repairs and procedures when required;
- Assists with driving and operating light to heavy equipment in the maintenance and repair of plant and collection system facilities;
- Drives to deliver and spread biosolids product to approved cooperators fields in accordance with standard operating procedures, approved plans, and 40CFR503 regulations;
- Cross trains with the collection system operators;
- Responds to 24 hour on call and standby;
- Adheres to and complies with all state, federal and local regulations, policies and procedures pertaining to safe work practices and all operation and maintenance duties;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress and status, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas as approved by the superintendents;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Provides observation and assistance at the WWTP as well as in the collection system facilities and gives appropriate information and feedback to superintendents;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of

- interdepartmental operations and activities to help keep a positive work environment;
- Respects the opinions of others and maintains a positive and professional working relationship with plant operator, employees, supervisors, public, and others;
  - Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Working knowledge of hazards and precautions associated with the operations of a wastewater treatment plant;
- Working knowledge of mechanical equipment and machinery and its operation maintenance and repair;
- Knowledge of wastewater treatment operations and associated unit operations and processes;
- Knowledge of and ability to review and understand the city policies and procedures;
- Knowledge of and ability to review and understand laws, ordinances and regulations governing wastewater collection;
- Some knowledge of basic bacteriology/microbiology;
- Ability to read, interpret and apply laws, resolutions, ordinances, codes, contract documents and specifications, and engineering and construction standards;
- Ability to establish and maintain exceptional customer service to the general public, City employees and other agencies;
- Ability to work effectively and harmoniously in a team environment;
- Ability and skill in the operation of light and heavy mechanized equipment as required by the position;
- Ability to adapt to emergency or unusual situations;
- Ability to effectively operate a personal computer using standard or customized software applications appropriate to assigned tasks including word processing, spreadsheet, and database software;
- Ability to manage a variety and a multi-project workload to ensure timely and effective production;
- Ability to accurately and clearly inform the public and others regarding various processes and specific requirements for regulations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Must be detail oriented and possess good organizational skills;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to communicate effectively and maintain effective working relationships with other City departments and employees, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel, and the public;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought

about by rapidly changing information and/or technology;

- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Ability to perform field inspections of City improvements (i.e. water/sewer, curb and gutter, street lighting, paving, etc);
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High School diploma or GED; and
- Sufficient training or experience to demonstrate an aptitude or ability to perform the above tasks; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a current and valid Class A Commercial Driver's License.
- Ability to obtain an Operator-in-Training Certificate within one (1) year of employment.
- Required to respond on a twenty-four (24) hour standby or on-call.
- After hours on-call and residency within a 20-minute service response area.
- Must complete .6 continuing Education Units in Wastewater annually.
- Subject to a background check.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand policies and procedures, as well as safety rules and regulations and to work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to detect equipment repairs and work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools, and make repairs to plant equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in rough terrain and access plant equipment.