

RESOLUTION NO. 18-014

A RESOLUTION creating a new position for the City of Camas entitled Lead Wastewater Treatment Plant Operator.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

Is

There is hereby created in the City of Camas a new position entitled Lead Wastewater Treatment Plant Operator. Such position shall be a union represented position in the AFSCME bargaining unit, and shall perform such duties as shall be outlined in any job description prescribed by the City, as may be revised from time to time. The position description is attached hereto as Exhibit "A" and shall be effective as of December 1, 2018.

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PASSED BY the Council and approved by the Mayor this 3<sup>rd</sup> day of December, 2018.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney

**LEAD WASTEWATER TREATMENT PLANT OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**JOB OBJECTIVES**

Under direction of the Wastewater Treatment Plant Operations Supervisor and Utilities Manager, to lead, oversee and participate in the more complex and difficult work of staff responsible for the maintenance, and operations of the wastewater treatment plant and sewage pump stations and related equipment; help ensure compliance with the NPDES permit requirements and State and Federal water quality regulations; completing special projects; and to perform a variety of technical tasks relative to assigned areas of responsibility; coordinate activities with other operators; and provide a highly responsible assistance to the Wastewater Treatment Plant Operations Supervisor.

**DISTINGUISHING CHARACTERISTICS**

This is the lead worker level in the Wastewater Treatment Plant Operator series. This class is distinguished from other classes in the series by assuming lead responsibility for an assigned crew in the performance of maintenance, repair, operations of the City's wastewater treatment plant, and sewage pump stations and filling in for the Supervisor as needed.

**ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Lead, plan, train, assign and review the work of staff responsible for the maintenance, repair, construction or installation of the City's wastewater treatment plant and sewage pump stations.

Plan, direct and participate in scheduling, coordinating and assigning various maintenance, construction and repair projects.

Train assigned employees in their areas of work including proper maintenance, construction and operational methods, procedures and techniques within the assigned area.

Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

Interpret plans and specifications in order to understand and operate complex equipment and instrumentation; oversee the work of wastewater operators; verify that work is completed as specified.

Inspect pumps, valves, piping, motors, various electrical and instrumentation controls to prepare recommended maintenance and repair duties.

Oversee and participate in the maintenance and operations of control systems and other operational equipment of the treatment plant.

**Lead Wastewater Treatment Plan Operator (Continued)**

Supervise use, care and operation of tools, machinery and equipment.

Ensure adherence to safe work practices and procedures.

Maintain inventory of equipment and supplies required for maintenance and operations of the treatment plant and sewage lift stations; estimate time, materials and equipment required for jobs assigned; requisition of materials as required.

**AUXILIARY FUNCTION STATEMENTS**

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints and service requests in an efficient and timely manner by phone, in person and through the Customer Response Management System (CRM).

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of the maintenance program to which assigned.

Principles, practices, materials and procedures related to the operation, maintenance and repair of a modern wastewater treatment plant and sewer lift stations.

Methods and techniques of chemical and microbiological testing and sampling of raw and treated wastewater.

Principles of lead supervision and training.

Advanced computer skills and program usage.

Operational characteristics of wastewater equipment and maintenance equipment and tools.

Occupational hazards and standard safety practices.

Pertinent Federal, State and local laws, codes and regulations for a municipal wastewater treatment plant.

**Ability to:**

Lead, organize and review the work of staff in a positive manner.

Independently perform the most difficult maintenance, repair and operational duties.

Schedule, organize and participate in various maintenance and operational projects.

Interpret, explain and enforce department policies and procedures.

Operate and adjust a variety of treatment plant control systems and tools and equipment in a safe and effective manner.

Help ensure compliance with NPDES permit regulations

**Lead Wastewater Treatment Plant Operator (Continued)**

Efficiently use Microsoft Word, Excel and Outlook.

Help maintain accurate and detailed logs and records of work and laboratory tests performed

Read and interpret plans and specifications.

Safely and accurately perform chemical application functions.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of two years of college level coursework supplemented by specialized training in wastewater treatment plant maintenance, operations or a related field plus completion of at least 8 hours of leadership and management training.

**Experience:**

Six years of increasingly responsible experience in operation and maintenance of a wastewater treatment plant and pumping facilities, including two years of administrative and supervisory responsibility relevant to the position and at least two years at a Class III or higher wastewater treatment plant.

**License or Certificate**

Possession of an appropriate, valid commercial driver's license with proper endorsements.

Possession of an appropriate, valid Washington State Wastewater Treatment Plant Operator's certification Class IV as administered by the Department of Ecology or obtain within six months of the date of hire.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals.

**Mobility:** Heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor.

**Vision:** Visual acuity to operate vehicles and equipment.

**Lead Wastewater Treatment Plan Operator (*Continued*)**

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends and be required to travel outside City boundaries to attend meetings.