City of
EDMONDS
Washington

WWTP Operator 1

Department:	Public Works – Wastewater Treatment	Pay Grade:	J
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	February 20, 2024	Reports To:	WWTP Manager

POSITION PURPOSE: **The WWTP Operator 1 is the entry-level class within the WWTP Operator classification series. The Operator 1 is distinguished from the Operator-in-Training by certification and demonstrated understanding of equipment operation. The Operator 1 is distinguished from the Operator 2 classification which includes added responsibilities and standby assignment. Progression through the WWTP Operator classification series (1-3) is effective upon meeting the requirements for the higher classification including Wastewater Certification level and completion of the minimum competence and performance requirements as established by the Labor Management Conference Committee (LMCC).**

Under the direction of the WWTP (Wastewater Treatment Plant) Manager, the Wastewater Treatment Plant (WWTP) Operator 1 receives assignments from the WWTP Supervisor via verbal directives, work orders, email or written log that requires the incumbent to understand, investigate and determine the appropriate procedures to complete the work. The WWTP Operator 1 may receive direction from the lead operator I or supervisor and at times will be required to work independently with little or no direct supervision; incumbents will gain experience that will enable them to understand and operate equipment required in the treatment of wastewater.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Learns and performs a variety of semi-skilled work in the operation, maintenance, sampling and other activities to ensure continuous operation of the wastewater treatment plant facilities and equipment to include scrubbing, steam cleaning, painting, basic carpentry, mechanical repair, changing oil and HVAC filters.

- Learns and performs operation of pumps, motors, valves, samplers, and gauges through mechanical and computerized systems.

- Makes periodic rounds to monitor, adjust and maintain wastewater treatment plant equipment to achieve desired process control objectives and equipment performance.

- Inspects and cleans equipment; removes obstructions and debris in traps, pumps and sewage wet wells.

- Enters process tanks and other confined spaces in order to perform inspections, cleaning, and maintenance.

- Assures proper equipment operations and reports any failures or operational issues to lead operator or supervisor; monitors variable drives, various pumps, motors and drive units for proper operation. May assist with required maintenance, repair or replacement.

- Assists in collecting lab samples according to established operating procedures to ensure permit compliance and process control. Assist in setting up, programing, monitoring and maintaining remote samplers.

- Assists and may perform laboratory tests for permit compliance according to established procedures. Completes related lab records and charts as required. Reports any abnormalities as they arise and takes corrective action as indicated.

- Learns to operate, monitor and adjust associated odor control and air quality monitoring equipment according to established procedures to ensure permit compliance.

- Assists in monitoring and controlling all chemical feed systems; inspects, troubleshoots and operates chemical feed pumps and ensures proper configuration.

- Follows and ensures all safety regulations and practices are adhered to. Maintains SDS system as assigned.

- Ensures logbook, reports, bench sheets and work orders are properly documented in a consistent manner.

- Monitors SCADA system to ensure process is within established parameters; ensures that the control strategies are properly configured; for example: flow distributions, dissolved oxygen levels, instrument are calibrated, temperatures and pressures are within acceptable ranges.

- Learns to use trending tools to troubleshoot process efficiencies.

- Assists with tours of plant for the general public as assigned.

- Works varying shifts including day, swing, and graveyard, weekends and holidays as scheduled. Works extended shifts, call backs and in other emergency situations.

Required Knowledge of:

- Basic mechanical equipment maintenance, repair, and operation of pumps, motors, valves and gauges

- Basic operation and use of hand and power tools.

- Methods, equipment and materials used in grounds keeping, maintaining building and facilities in good repair.

- Current practices in secondary wastewater treatment operations.

- Laboratory procedures and analysis.

- Solids handling and disposal regulations related to EPA 503 regulations.

- Hazardous chemicals handling and disposal requirements related to SDS.

- Various types of Wastewater Treatment Plant instrumentation.

- Chemistry and microbiology related to wastewater treatment.

- Health and safety regulations related to plant operation and maintenance.

- Technical record keeping and report preparation techniques and practices.

- Basic modern office procedures, methods, and equipment including computers and computer applications sufficient to perform work assignments.

- English usage, spelling, grammar, and punctuation.

Required Skill in:

- Operating and maintaining the Wastewater Treatment Plant and ensuring plant processes are in compliance with local, state and federal discharge limits.

- Protecting the health and safety of self, personnel, the public and the environment while observing health and safety regulations and procedures; wearing appropriate and required Personal Protective Equipment.

- Operating a variety of hand tools, machinery, and vehicles.

- Operating computerized and mechanical equipment used to control plant processes.

- Recognizing and responding quickly to operational issues and emergencies.

- Awareness of potentially hazardous situations and proper reporting of potential safety hazards or violations.

- Performing plant maintenance and housekeeping work.

- Interpreting, analyzing and applying new technical information.

- Working independently with little direction and determine appropriate action within clearly defined guidelines.

- Utilizing personal computer software programs and other relevant software affecting assigned work.

- Establishing and maintaining cooperative and effective working relationships with others.

- Maintaining accurate log readings, operating information and a variety of records, logs, files and reports.

- Reading and understanding written and verbal instructions and communicating technical information clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate supplemented by college level coursework relevant to wastewater treatment and one (1) year of experience maintaining and operating wastewater systems.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Required Licenses or Certifications:

- A Valid Driver's license is required at time of hire. A State of Washington Driver's License is required within 30 days from date of hire.

- Washington State Wastewater Treatment Plant Operator Group I Certification or out of state equivalent and the ability to attain a WA Group I WWTPO Cert within 6 months of date of hire.

- First Aid/CPR card within 6 months of date of hire.

- Forklift license with 6 months of date of hire.

- Must be able to successfully complete and pass a background check.

- This is a City identified non-DOT safety sensitive position and is subject to pre-employment, reasonable suspicion, and post-accident drug testing.

WORKING CONDITIONS:

Environment:

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.
- Working in a confined or classified space.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of grounds equipment and power and hand tools.
- Operating a computer keyboard or other office equipment.
- Reading a variety of materials and instruments and possess close vision, far vision, side vision, depth perception, night vision and color vision.
- Ascending/descending ladders.
- Lifting/ carrying or otherwise moving or transporting heavy objects frequently up to 50lbs.
- Sitting/standing or otherwise remaining in a stationary position for extended periods of time
- Walking or otherwise moving over rough or uneven surfaces while performing inspections and investigations.
- Performing repetitive motions, including: balancing, stooping, kneeling, bending, crouching, crawling, reaching overhead, above the shoulders and horizontally, and standing, pushing, pulling and using stairs.
- Working in confined spaces,
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Exposure to chemicals used in Wastewater treatment such as: Sodium Hypochlorite, Caustic Soda, Bisulfate, Polymers, Clay, Lime and Carbon.
- Exposure to raw and treated sewage, odors associated with sewage treatment, high heat and moving equipment.
- Exposure to cleaning chemicals, herbicides and dust.
- Working at heights using ladders and structures.
- Working around and with noisy machinery and moving parts.
- Exposure to slippery surfaces, damp spaces
- Exposure to electrical power including high voltage.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____