

OPERATOR I (WATER RECLAMATION FACILITY)

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code - E337

GENERAL DESCRIPTION OF DUTIES

This position serves the public’s interest by skillfully operating and maintaining the City’s Class IV Water Reclamation Facility and associated pump stations. All work is performed in compliance with Federal and State regulations while meeting stringent effluent standards established by the Facility’s NPDES permit. Individuals working in this classification participate in a training period to obtain specific facility related knowledge and skills. Upon completion of the training period, meeting certification requirements, and Wastewater Services Manager approval, the individual is advanced to the Operator II position.

SUPERVISION RECEIVED

This position receives general supervision from the Water Reclamation Facility Operations Superintendent and will receive work assignments and direction from the Senior Operator.

SUPERVISION EXERCISED

This position is an “Operator-In-Training” and supervisory responsibility is not assigned to this position.

ESSENTIAL JOB FUNCTIONS

The essential job duties are those job functions in which the Operator I is expected to become proficient during the training period. This position requires a demonstration of these job skills and knowledge through proficiency testing prior to advancement to Operator II. The duties and responsibilities listed should not be construed to be all inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Trains in the performance of Water Reclamation Facility and pump station inspections to ensure proper equipment operation, working conditions, and cleanliness per established requirements. Learns to read instruments and record data, and adjust monitoring instruments, gauges, and other equipment.
2. Assists the Operator II in monitoring and controlling plant processes, including the biological and chemical nutrient removal system.
3. Trains in the interpretation of process control laboratory data and learns how to make adjustments to meet targets set by the process control guidelines. Participates and makes recommendations at weekly operations meetings.

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4. Trains in entering, retrieving and manipulating data from computer; uses SCADA (Supervisory Control and Data Acquisition System) control system to operate, troubleshoot, and control treatment plant and pump station processes, and provide trending information; and creates graphs, charts and spreadsheets for complex problem analysis.
5. Under established training guidelines, adjusts instrumentation and calibration of sensors to control chemical flow and bio-solids; and manages extreme hydraulic fluctuations.
6. Trains in the collection of samples and learns how to conduct process control testing.
7. Trains in taking corrective action responses to spills of chemicals, polymers, and bio-solids within work area; and learns response strategies to emergencies for continued equipment functioning.
8. Trains in performing preventive/corrective minor maintenance on equipment at the Water Reclamation Facility and pump stations.
9. Learns all safety rules and procedures for Water Reclamation Facility and City-wide safety.
10. Participates as member of the operation and maintenance team to assess conditions, solve problems, and make team decisions.

OTHER JOB FUNCTIONS

1. Performs various custodial work within the Water Reclamation Facility.
2. Maintains proficiency by attending training conferences and meetings, and reading materials.

WORK QUALIFICATIONS

Knowledge:

- Basic knowledge of the principles, methods, materials, tools, and equipment used in tertiary and secondary clarification;
- Basic knowledge of biological and chemical nutrient removal systems;
- Basic knowledge of tertiary treatment systems, including filtration;
- Basic knowledge of flow rate control and wasting strategies;

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- Basic knowledge of the related principles of biology, chemistry, and mathematics;
- Basic knowledge of the methods used for sample collection and preservation;
- Basic knowledge of process control laboratory tests;
- Basic knowledge of first aid practices and procedures, occupational hazards and safety precautions connected with the operation and maintenance of the Water Reclamation Facility.

Skills:

- Basic skill in using the tools necessary to make repairs, run tests, read and calibrate instruments correctly, keep records and make reports;
- Skill in carrying out oral and written instructions;
- Basic skill in establishing and maintaining effective work relationships with employees and members of the public;
- Basic skill in communicating effectively, both orally and in writing.

Abilities

- Ability to wear and use required safety equipment.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to high school education plus additional specialized courses in wastewater treatment plant operations, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

SPECIAL REQUIREMENTS

An Operator I must obtain the Oregon Provisional Level I Wastewater Systems Operator certification within the first 12 months.

Possession of a valid Oregon Drivers License is required.

DESIRABLE CERTIFICATIONS AND EXPERIENCE

Associates degree in Wastewater Technology is desired, but not required.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. This position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 80 pounds. Movement of materials weighing up to 25 pounds may consume up to 5% of the work period. Activity and types of duties performed require manual dexterity and coordination. Reasonable accommodation will be made to individuals with disabilities who have known limitations.

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WORKING CONDITIONS

Much of the work takes place outside of buildings with exposure to all types of weather conditions on a year-round basis and exposure to sewage, sludge, bio-hazards, dirt, oil, grease, fumes, noise, and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours. May require working on rotating shifts, weekends, and holidays.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 4/99

Revised: 11/00

Revised 5/01

Revised 6/09

Revised: 7/11