WASTEWATER PLANT OPERATOR 1/2

GENERAL STATEMENT OF DUTIES:

Operates and controls wastewater treatment facilities, equipment and processes.

SUPERVISION RECEIVED:

Receives direction from the Plant Managers.

SUPERVISION EXERCISED:

Supervision is not normally a responsibility of this classification.

ESSENTIAL FUNCTIONS – Wastewater Plant Operator 1:

(The essential functions listed below are not intended to reflect all duties that may be assigned to this classification. The District may augment duties and/or essential functions at its discretion. Additionally, some incumbents may not perform all Essential Functions.)

1. Operate equipment used in the preliminary, primary, secondary, tertiary and solids treatment of sewage; inspect, clean, adjust, calibrate and monitor equipment and instruments and make minor repairs.

2. Monitor and operate the sewage treatment process in accordance with permit and process control standards; measure biological and chemical levels and liquid flow; measure inventories of process; troubleshoot process and equipment problems.

3. Collect liquid and solid waste samples; perform standard and non-standard biological and chemical tests for troubleshooting or research work; record results.

4. Take and record process lab and flow readings; download data to recordkeeping systems.

5. Keeps assigned area(s) clean and hazard-free; uses safe work practices and follows District safety policies and procedures.

ADDITIONAL ESSENTIAL FUNCTIONS: Wastewater Plant Operator 2

1. Perform Essential Functions listed for WPO 1 under minimal supervision.

2. Plan, organize and develop Standard Operating Procedures (SOP) and update and maintain the Electronic Operations Manual. Investigate the need for an SOP and the methods used in carrying out that SOP, produce the SOP in the standard format for the electronic O&M Manual, and update and maintain the manual as needed. Verify the accuracy of the SOP by implementation and edit as needed.

3. Plan work to be performed by the work crew; make assignments to crew members; provide training to crew members; review crew members' work.

4. Demonstrate a strong understanding in sequence of treatment, processes and interrelated effects.
5. Able to identify problematic areas/issues and respond appropriately and effectively based on the priority level of issue.

6. Identifies and takes action in areas needing improvement in efficiency of operations.

7. Evaluates trends from SCADA or other software data such as HachWims, identify problems and take appropriate action to correct the issue.

8. Troubleshoot, identify causes, consistently document, and communicate necessary information to District personnel.

QUALIFICATIONS FOR ENTRY – Wastewater Plant Operator 1:

KNOWLEDGE OF: materials, methods, practices, processes, and equipment used in the operation and maintenance of primary, secondary, and tertiary treatment plants and related facilities; safe work practices and precautions connected with the operation of wastewater or water reclamation facilities; software applications related to the work, including the Supervisory Control Data Acquisition Systems (SCADA); NPDES permit parameters.

SKILL IN: use of computers and software for process control recording and monitoring, spreadsheets, and word processing; operating, inspecting, and calibrating treatment plant equipment, instrumentation, and control systems; process sampling and standardized lab analysis; operating mobile equipment such as trucks and forklifts; use of hand and power tools.

ABILITY TO: understand and follow oral and written instructions; analyze data from meters, monitors, lab results, control systems, and process reports, assess alternatives, exercise sound judgment and take corrective action; read and interpret blueprints and mechanical drawings; establish and maintain effective working relationships with those contacted in the course of work including co-workers, other District officials, and the public; operate effectively in a team environment; communicate clearly and concisely, both orally and in writing.

QUALIFICATIONS FOR ENTRY – Wastewater Plant Operator 2:

In addition to the knowledges, skills, and abilities required for WPO 1, candidates for WPO 2 must possess the following KSAs:

KNOWLEDGE IN: the operation of advanced biological and nutrient removal treatment systems; including equipment, procedures, and processes required to meet or exceed permit requirements.

SKILL IN: assigning work to, training, and evaluating crew members; problem solving; planning; and decision making.

ABILITY TO: Work with minimal supervision, give others clear written and oral instructions; provide informative feedback to supervisors and other workgroups, perform advanced analysis and troubleshooting of process problems.
Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledges, skills, and abilities is qualifying.

A typical way to obtain the required KSAs for WPO 1 would be:

Experience in the operation of a wastewater treatment plant with an activated sludge process; or

College-level coursework in wastewater technology, chemical engineering, civil engineering, environmental engineering, biology, chemistry, microbiology, or related fields; or

An Associate’s degree in Wastewater Treatment or a one year certificate in wastewater technology; or

Completion of a Correspondence Course in Wastewater Technology or obtaining a Provisional License issued by the Oregon DEQ;

In addition to the experience and training guidelines for WPO 1, a typical way to obtain the required KSAs for WPO 2 would be:

Responsible experience as a wastewater treatment plant operator.

CERTIFICATION AND LICENSURE REQUIREMENTS:

Upon selection, all candidates must possess and maintain a valid State issued driver’s license.

In addition to the Certification and Licensure for WPO 1, for a WPO 2:

A Wastewater Treatment Grade Level 2 certification or higher preferred.