

CITY OF HELENA



Position Title: Wastewater Plant Op I-III

Department: PW-Wastewater Plant

Position #: 13209-13608

Grade: 135/137/139

EEO Category: (08) Service Maintenance

FLSA: Non-exempt

EEO Function: (13) Sanitation & Sewage

Work Comp Code: 9410

*May participate in the Water/Wastewater Advancement policy. Placement in grade dependent upon certification acquired.

DEFINITION

Under general supervision (Wastewater Treatment Plant Operator I), or direction (Wastewater Treatment Plant Operator II and II), to perform a variety of duties involved in the operations, process, control, minor maintenance, and sludge dewatering at the wastewater treatment plant facility.

Wastewater Treatment Plant Operator I- Employees in this class series are eligible for this class level when the employee receives a Class I Wastewater Plant Operator Certificate issued by the State of Montana.

Wastewater Treatment Plant Operator II- Employees in this class series are eligible for this class level when the employee has completed two consecutive years at the Wastewater Treatment Plant Operator I level at a satisfactory performance level and requirements outlined in the City of Helena's Advancement Policy for Plant Operators have been met.

Wastewater Treatment Plant Operator III- Employees in this class series are eligible for this class level when the employee has completed two consecutive years at the Wastewater Treatment Plant Operator II level at a satisfactory performance level and requirements outlined in the City of Helena's Advancement Policy for Plant Operators have been met.

SUPERVISION RECEIVED

Supervised by the Wastewater Treatment Plant Supervisor

SUPERVISION EXERCISED

Operator I- None

Operator II-III- May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operate all equipment within the complex secondary wastewater facility involved in a variety of duties including but not limited to rag and grit collection and removal, primary clarifiers operation and maintenance, secondary pump station, bioreactors basin operation and maintenance, secondary clarifier operation and maintenance, Ultra violet disinfection operation and maintenance, two-stage anaerobic digester operation and maintenance, gravity belt thickener operation, belt filter press operation and maintenance, engine generator operation, sludge pumping operation and maintenance, flow measurement, MPDES required sampling, sampling equipment maintenance, non-potable water pump station operation and maintenance, and receiving stream monitoring.

Perform and process a variety of quality control tests including centrifuge spins, microscopic examination, turbidity, sludge volume index, sludge blanket, pH, temperature, dissolved oxygen, and settleometer tests.

Perform lab testing and analysis including tests of fecal coliforms, volatile suspended solids, mixed liquor suspended solids, total suspended solids, biochemical oxygen demand, volatile acids, ammonia, total nitrogen, settleometer, centrifuge spins, and microexaminations.

Important & Essential Duties cont.:

Assist in routine, preventive, and emergency maintenance on mechanical equipment.

Participate in the Industrial Pretreatment Program operations.

Perform manual labor and plant cleanup daily.

Assist in preparation of accurate daily operation records; perform mathematical computations related to plant control.

Adjust operational parameters to maintain plant performance in accordance with plant objectives determined by the Water Treatment Plant Supervisor.

Maintain effective written and oral communication and working relationships with superiors, supervisors, employees, and other personnel involved in City's operations.

Participate in the administration and preparation of the annual budget.

Train and instruct lower level staff.

Participate in the organization and conduction of Process Control and Safety meetings.

Prepare and present technical papers.

Provide plant tours and information to the general public.

Respond to alarm conditions.

Assist sewer maintenance crew as needed.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

May serve as acting Wastewater Treatment Plant Supervisor upon the request or absence of the Wastewater Treatment Plant Supervisor.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Care, maintenance, and repair of mechanical equipment including pumps, valves, and electric motors.

Tools and equipment used in maintenance and repair work.

Basic principles of record keeping.

Basic mathematical principles.

Safe driving principles and practices.

Operating characteristics of mechanical and electrical systems.

Knowledge of cont.:

Operational characteristics of specialized wastewater treatment equipment and disposal systems.

Materials, methods, and practices used in the operation of wastewater treatment facilities and equipment.

Policies and operating routines of the wastewater treatment facilities.

Fundamentals of laboratory analysis, interpretation, and calculations.

Occupational hazards and standard safety precautions necessary in wastewater treatment plant operations.

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Learn to operate and maintain treatment plant equipment and facilities.

Operate a motor vehicle safely.

Perform manual labor for extended periods of time in all types of weather.

Ability to:

Read meters and gauges correctly.

Collect samples and perform routine laboratory tests.

Make accurate inspections of operating equipment, assess the condition of wastewater from visual inspection, and identify problems.

Perform wastewater treatment plant operations work with accuracy, speed, and minimal supervision.

Make independent technical decisions to maintain proper treatment process.

Diagnose operating problems and take effective courses of action.

Act quickly and competently.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work on-call, stand-by, shift work, and emergency call out.

Physical Demands/Work Environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Operator I- Experience in operations, process control, and minor maintenance experience at a wastewater treatment facility. Two years of experience or a combination of experience and education.

Operator II-III- Meet qualifications and requirements of City of Helena advancement policy.

Training:

Operator I- Equivalent to the completion of the twelfth grade.

Operator II & III- Meet qualifications and requirements of City of Helena advancement

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of, or ability to obtain within six months of hire, valid MT commercial driver's license with tanker endorsement, if position requires sludge hauling for disposal.

Possession of a Class I Wastewater Plant Operator Certificate issued by the State of Montana.

Special Requirements:

Subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: November, 2001

Updated: December, 2009