

LAKE STEVENS SEWER DISTRICT

JOB DESCRIPTION

TITLE: Wastewater Treatment Plant Operator II or III

TYPE: Represented, Non-Exempt, Full-time, DRS PERS Retirement Eligible Position

SALARY RANGE: \$62,981 - \$83,203 / \$66,131 - \$87,363 annually

OPEN UNTIL FILLED: First Review September 2, 2021

JOB REFERENCE #: 20334

REPORTS TO: Wastewater Treatment Plant Supervisor

DEFINITION

The Wastewater Treatment Plant (WWTP) Operator II/III works under the direction of the WWTP Supervisor and can receive assignments from the Senior Operator via written, emailed, or verbal communication that requires the incumbent to understand, investigate and determine the appropriate procedures to follow to complete the work. Work is reviewed in progress and upon completion for compliance with instructions and work standards. The WWTP Operator II/III serves as Shift Operator in Charge in the absence of the WWTP Supervisor and Senior Operator.

The WWTP Operator II/III evaluates plant operations, monitors the treatment process, conducts basic preventative maintenance and makes appropriate adjustments to ensure safe, effective and reliable wastewater services are provided to customers throughout the District.

The WWTP Operator II/III ensures regulatory compliance in accordance with local, state and federal regulations and guidelines.

The WWTP Operator II/III is expected to perform on-going and special project activities as assigned by the WWTP Supervisor or District Management.

This position has no supervisory responsibilities.

JOB LOCATION AND EQUIPMENT USED

Work is regularly performed at the WWTP. The incumbent will occasionally be exposed to extreme weather conditions for extended periods of time, confined spaces, moving mechanical parts, electrical currents, vibrations, and various tools and equipment. Work also involves exposure to live sewer systems, human waste, gases, fumes, loud noises, chemicals and pesticides.

Subject to 24-hour call-out for emergencies, computer/telemetry problems, power outages, etc. Incumbent shall maintain no more than a forty-five (45) minutes response time while on-call.

Occasional attendance at meetings, job fairs, training, etc. outside of normal business hours is required.

EXAMPLES OF WORK PERFORMED

- Receives on-the-job training on wastewater treatment plant operations and maintenance. Employee learns how to safely and efficiently operate and maintain the facilities and systems daily. Training will be provided by certified wastewater operators.
- Monitors operation of the wastewater treatment plant using methods such as visual inspection of equipment, reading gauges, instruments, Computerized Maintenance

Management System (CMMS) and Supervisory Control and Data Acquisition (SCADA) system.

- Performs operational duties, such as process control, plant checks, centrifuge operation, sampling, and laboratory testing safely.
- Enters empty tanks and other confined spaces to perform inspections, cleaning, and maintenance.
- Performs general maintenance of plant grounds including mowing, weeding, pressure washing, painting, janitorial, scrubbing, basic carpentry and mechanical repairs, and other duties as required.
- Records wastewater treatment control data, reviews and completes reports and maintains records as required.
- Responds to system operations, emergencies and alarms.
- Performs maintenance activities during normal operation and emergency situations, including cleaning, servicing, repairing and maintaining operational equipment.
- Performs routine maintenance on equipment, such as lubrication, oil changes, and belt changes. Performs routine repair work, such as disassembly, repair, and installation of valves, switches, process instrumentation, motors, and related equipment.
- Diagnoses problems and takes corrective action as required, inspects and observes facility operations for proper functioning of equipment and machinery, takes meter readings, checks operation of valves and gauges.
- Gathers, tabulates, and records a variety of data and maintains logs. Follows maintenance schedules and maintains accurate records.
- Assists with the coordination of specialized repair work with various contractors, suppliers, vendors, and other resources.
- Maintains a safe work environment including utilizing appropriate policies, procedures, safety devices and equipment.
- Trains lower level operators as required.
- Lead plant tours for interested customers or other stake holders.
- Other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- District policies, procedures, methods and equipment
- Operation, repair and maintenance of industrial machinery, pumps, instruments or other mechanical equipment
- Functions and maintenance requirements of equipment, such as hydraulics, electrical and mechanical devices, generators and pumps
- Hand and power tools, instruments, equipment, and techniques commonly used in the performance of related tasks
- Safe handling and disposal requirements related to Biohazards and hazardous chemicals, disposal requirements and read and interpret SDS data.
- Laws, rules, regulations and guidelines governing wastewater treatment and compliance
- Computerized applications, Microsoft Office, asset management, CMMS, SCADA, and other related systems and software

ABILITY TO:

- Operate computer terminals and applied software packages
- Communicate effectively, both orally and in writing with a full scope of knowledge of English, mathematics, legal forms and terms, proper spelling and grammar

- Work independently as assigned
- Exercise initiative and judgment and make decisions within the scope of assigned responsibility
- Read, interpret and apply operation and maintenance manuals and maintenance instructions
- Read, interpret and apply work related laws, rules and regulations
- Exercise tact and diplomacy
- Analyze and resolve work related problems
- Establish and maintain effective working relationships with other employees, representatives of other agencies and with the general public
- Recommend solutions to complex problems
- Reaching, standing, stooping, kneeling, crouching, crawling, sitting, walking, grasping, dexterity, hearing, seeing, talking, and repetitive motions may be required. Lifting, carrying, pushing or pulling up to 50 pounds may be required.

EDUCATION AND EXPERIENCE

- WWTP0 II - High School diploma or GED, AND three (3) years experience in wastewater technology OR the equivalent combination of education and/or experience acceptable to Washington State Department of Ecology.
- WWTP0 III - High School diploma or GED, AND five (5) years experience in wastewater technology; OR, Associates degree AND four years of experience in wastewater technology (with at least two years at a Class II or higher WWTP) OR The equivalent combination of education and/or experience acceptable to Washington State Department of Ecology.
- Vocational training certificate or Associates degree or higher in wastewater treatment technology desirable.
- Must pass job related tests.
- Washington State Wastewater Treatment Plant Operator Group II or III Certification
- Forklift Operator Certification
- A valid Washington State driver's license required
- CPR/First Aid certification will be required

BENEFITS

- Medical, Dental, Vision
- Basic Term Life Insurance and AD&D
- DRS PERS Retirement and Deferred Compensation (DCP) plans
- Flexible Savings Account
- Health Reimbursement Account (HRA/VEBA)
- Optional pre-tax and post-tax Supplemental Benefits
- Paid Vacation, Sick Leave, Holidays and Floating Leave

Email resumes and completed job applications to mariah.low@lkssd.org or send to LKSSD, attention HR, 1106 Vernon Road Suite A Lake Stevens, WA 98258. Prior to employment, a criminal history background check and reference check will be conducted on the top candidates. The District is an Equal Opportunity Employer and maintains policies for a drug-free environment. For more information, visit our website at www.lksteven sewer.org or call (425)334-8588.

The Statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as directed including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Revised 02/2021