

# CITY OF NORTH BEND, WASHINGTON

## POSITION DESCRIPTION



**Class Title:** Wastewater Treatment Plant Lead Operator  
**Department:** Public Works  
**Representation:** Teamsters Local 763  
**Salary:** \$5,698 - \$6,933 per month, DOE  
Overtime Eligible

**First Review of Applications:** February 5, 2019 - Position Open Until Filled

### **POSITION SUMMARY:**

This position works under general supervision to lead a work crew in carrying out various programs to maintain and operate all components of the City of North Bend's Publicly Owned Treatment Works (POTW) including but not limited to the wastewater treatment plant, pump stations, collection system and related equipment. Performs skilled, advanced journeyman-level work in monitoring, repairing and controlling the functions of the POTW, plant, collection system, equipment and processes. As the lead operator provides instructions and direction to subordinate personnel in their crew. Responds to non-routine inquiries and system emergencies. Assists with planning and prioritization, provides technical advice, and monitors job site safety. Performs the duties of a Maintenance Worker as needed to efficiently utilize human resources within the department.

**ESSENTIAL FUNCTIONS** include but are not limited to the following:

- Monitors, maintains and operates all plant/pump station equipment and makes process changes based on collected data analysis and visual inspection; troubleshoots process and makes process decisions.
- Monitors, maintains and operates the City collection system, including lift stations, manholes, pipes and appurtenant structures; makes recommendations and repairs as required; troubleshoots collection system efficiency and makes recommendations for improvements.
- Performs sampling, laboratory analysis, and reporting of wastewater characterization data for permit compliance.
- Acts as back-up signatory for reporting required by the NPDES permit during Wastewater Treatment Plant Manager's absence.
- Evaluates lab tests and operations; makes recommendations for process adjustments to ensure compliance with all Federal, State, and local regulations and reporting requirements.
- Ensures plant effluent meets or exceeds Washington State Department of Ecology NPDES permit requirements.
- Controls the biological process of activated sludge and takes necessary action to ensure proper process control for compliance with State regulations.
- Inspects all machinery and equipment; performs repair, maintenance and preventative maintenance on all plant equipment as required.

- Troubleshoot equipment malfunctions and recommend repair options.
- Gathers, tabulates, and calculates information for reports to the Department of Ecology; conducts quality assurance checks; tests equipment; formulates and performs audits to maintain lab equipment and supplies.
- Monitors and records flow levels, collects samples from various plant locations, performs laboratory tests for Biochemical Oxygen Demand, suspended solids, settleable solids, total solids, pH level, mean cell residence time and food to microorganism ratios, and interprets test results and flow data.
- Operates and maintains Odor Control System. Responds to odor complaints and makes necessary adjustments.
- Makes adjustments to equipment within established guidelines.
- Maintains and records data in logbook and computer databases.
- Coordinates hazardous chemical transfers and mixes chemicals as necessary for process operations.
- Maintains control of tools and equipment inventory and assures cleanliness of all wastewater facilities.
- Serves as a plant operator, laboratory and maintenance personnel as needed.
- Assists in providing budgetary support in obtaining quotations and other information for purchases and work plans, coding of bills prior to submitting to Accounts Payable.
- Perform project related inspections and consult with subcontractors as directed.
- Works collaboratively as a part of the Public Works team.
- Exhibits a strong commitment to internal and external customer service.
- Order supplies as needed, adhering to City purchasing policy and public bidding requirements.
- Provides safe working conditions in compliance of all federal, state and city guidelines.
- Interacts in a professional and respectful manner with city staff and the public.
- Trains other employees and volunteers as required.
- Conducts educational tours for the public as required.
- Attends work on a regular and dependable basis.
- Receives instructions and work specifications from Wastewater Treatment Plant Manager; may assign and explain tasks to others.
- Motivates workers to meet standards and schedules and helps to solve work problems.
- Notifies supervisor of any problems or safety hazards identified during the work shift.
- Assumes other duties as assigned by Supervisor.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- High School Diploma or GED Equivalent, and
- College-level course work in math, science, biology, and wastewater treatment plant operation and maintenance, and
- Four (4) to five (5) years of progressively responsible, related experience, including at least 3 in the wastewater field, including at least one year in a supervisory capacity, or
- An equivalent combination of experience and education.

**Knowledge of:**

- Washington State Laws relating to POTW's.
- City and Department rules, regulations, and policies.
- The methods, practices, procedures, tools, and equipment used in the operation, maintenance, and repair of sewage collection, pumping and treatment plant operations.
- Methods for sampling, testing, analysis and treatment of wastewater.
- Principles, practices, standards and regulations used in the processing of wastewater treatment and biosolids handling and disposal.
- City's procedures and requirements for record keeping and administration of treatment plant operations.
- Basic mathematics, including formulas and calculation of percentages.
- Basic chemistry and electricity.
- Methods, practices and techniques of supervision.
- Safety regulations and practices relating to wastewater treatment plants and related facilities, including applicable Federal, State and local regulations.

**Ability to:**

- Plan, organize, direct and review the work of subordinate employees in the operation of the Wastewater Treatment Plant and collection facilities.
- Recognize abnormal lab data and report it to the Wastewater Treatment Plant Manager.
- Recommend process changes based on lab data.
- Organize and prioritize workload.
- Assign tasks to subordinate employees such that they are completed in a thorough and efficient manner.
- Interpret engineering and technical specifications related to POTW construction and operations.
- Perform POTW related inspections in accordance with standards and contract documents.
- Maintain various records and reports concerning the POTW facilities and operational requirements to be in compliance with local, Federal and State requirements.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Ability to work in a positive and professional manner with the public, general contractors, suppliers, and City staff.
- Communicate, read, write, and understand English at a level necessary for efficient job performance.
- Use a personal computer and have demonstrated skills in Word, Excel, and Outlook. Ability to learn other computer program applications.
- Electronic reporting to the Department of Ecology.
- Have flexible work hours.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Possession of a valid Washington State Water Wastewater Treatment Plant Operator – Group II Certification or higher.
- Possession of a valid State of Washington Driver's License with a good driving record.

- Possession of a valid State of Washington Class "B" CDL desired but not required.
- Possession of a valid First Aid card or the ability to acquire within one year of appointment.

**AUXILIARY DUTIES:**

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion an employee in this classification may perform duties of an employee in a higher classification.

**SUPERVISION:**

Work is performed under the supervision of the Public Works Director, City Engineer and Wastewater Treatment Plant Manager. Employees in this class may be designated to be in charge of the POTW in the absence of the Wastewater Treatment Plant Manager. This is a journey-level position which requires little supervision.

**TOOLS AND EQUIPMENT USED:**

- Work involves the use of a calculator, personal computer and associated software.
- Use and operation of flow monitoring, sampling and testing equipment.
- Knowledge and use of applicable tools, instruments, computers, SCADA system, copiers, printers, fax machines, and other general office or field equipment related to the water systems.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Work is performed in both the office and in the field, including project inspection and review involving driving to the site(s). Work involves moderate risk conditions, such as high level noise, dust or mud, moving vehicles or machines, cold and/or wet weather, toxic materials and toxic odors. Work requires some physical exertion, such as long periods of standing, walking over rough, uneven surfaces, wading in water, and recurring bending, crouching, reaching and occasional lifting of moderately heavy items such as catch basin grates or sewer manhole lids. May require work on weekends and holidays.

**ADDITIONAL INFORMATION:**

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification. Other duties may be assigned and this description may be amended as needed.

**APPLICANT INSTRUCTIONS:**

The City must receive a **completed City of North Bend Application Packet**. Incomplete, or late application packets or supplemental information may not be accepted. **A completed application packet consists of the following: a completed City of North Bend Application; Letter of Interest; Resume; and any supplemental education or training information that you wish us to consider that relates to this position.** Signed application packets may be either 1) mailed to City of North Bend, Attn: Human Resources, PO Box 896, North Bend, WA 98045, or 2) emailed to [dmasko@northbendwa.gov](mailto:dmasko@northbendwa.gov) to be accepted as complete. Application materials and additional information is available on the City's website at <http://northbendwa.gov>.