

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

WASTEWATER TREATMENT PLANT OPERATOR IN TRAINING

2405

GENERAL PURPOSE:

Under the guidance of the plant supervisor, completes the on-the-job plant equipment operation and maintenance requirements necessary to obtain Wastewater Treatment Plant Operator II certification.

CLASSIFICATION SUMMARY:

This is a training position, where under direct supervision, the Wastewater Treatment Plant Operator in Training performs operator duties, maintenance activities and laboratory sampling and analysis to learn to perform journey-level Wastewater Treatment Plant Operator job activities. Reports to the plant supervisor who is responsible for planning, scheduling, and evaluating work performance. On-the-job training may be provided by a Wastewater Treatment Plant Operator.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Learns the purpose of plant equipment and masters equipment operation under the guidance of the plant supervisor.

Conducts routine, preventative and emergency maintenance activities on plant equipment and keeps equipment maintained; learns to troubleshoot and make minor repairs on mechanical and electronic equipment, programmable logic controllers and telemetry equipment; performs grounds and building maintenance tasks.

Learns science and rationale behind routine laboratory and environmental tests and performs lab tests; learns how lab tests are used to determine compliance with discharge permits.

Monitors plant operations using lab reports and visual inspections to determine if the plant is operating according to state regulations and to learn to diagnose equipment malfunctions and repair requirements.

Conducts special projects, research and analysis and develops related reports.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Conducts plant tours and public relation activities.

Safely operates a ten-wheel dump truck and 2000 gallon tanker truck on public streets; learns to operate front-end loader.

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The purpose of pumps, clarifiers, and other equipment used in the wastewater treatment process;
- Chemical and micro-biological reactions.

Ability to:

- Learn the operation and maintenance requirements of the city's class III plant;
- Learn how to conduct routine tests and analyze data of influent and effluent;
- Read, understand, and apply state regulations and technical manuals concerning the wastewater treatment process;
- Accurately read dials and record information;
- Work safely with and around mechanical and electrical equipment;
- Establish and maintain effective working relationships with supervisor, co-workers, other city employees, and the public;
- Obtain an operator-in-training certificate after six months of experience in the position;
- Obtain a class I certificate after one year of experience in the position;
- Complete the requirements necessary to obtain a class II certificate;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Possess a state OIT certificate prior to the end of one year of employment.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Graduation from high school or GED and experience which demonstrates mechanical ability and ability to successfully complete the job training required to obtain a class II certificate; possession of a Class B commercial driver's license and proof of a safe driving record is required prior to date of employment.

TOOLS AND EQUIPMENT USED:

Plant operations equipment, including, but not limited to, electric motors and controls, gas/diesel engines, pumps, hydraulics, toxic gas detectors, flammable gas compressors, air compressors, and burners, microprocessor control units, chemical metering devices, 10-wheel dump truck, front-end loader, dissolved air floatation thickener, belt press, motors; maintenance equipment, including, but not limited to, power pipe threader, torch, rotohammer, electronic test equipment, steam cleaner, drill press, hand tools, plumbing tools, cleaning equipment, lawn-care power and hand tools; various laboratory equipment.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Adopted: 9/91 Revised: 5/94, 6/99, 12/01