

WEST SOUND UTILITY DISTRICT

Job Description

Job Title: Wastewater Treatment Facility – Operator

FLSA: Non-Exempt

Reports to: Senior Operator

This is a full time position. The Operator will be required to attend meetings during other than normal work hours. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function

The Operator is responsible for the daily operations of multifaceted Joint Wastewater Treatment Facility which includes anaerobic digestion, high rate clarification and membrane filtration.

Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Specific duties and responsibilities include, but are not limited to:

1. Maintain a high level of proficiency in applicable safety policies
2. Fulfill Facility operations, process control, de-watering and equipment operation, cleaning and housekeeping, laboratory sampling and testing, data assimilation and entry (computer and hard copy)
3. Prepare and maintain data files and records.
4. Assist in maintaining facility data program for NPDES reporting.
5. Monitor laboratory data
6. Train staff, as directed.
7. Plan, organize and schedule projects on and offsite, as directed
8. Plan, organize, research and develop safety programs, as directed
9. Procure of materials and chemicals, as directed.
10. Assure compliance with permit regulations
11. Assist Senior Plant Operator in control of expenditures
12. Assist Senior Plant Operator in permitting issues
13. Assist in planning and execution of maintenance tasks, as directed
14. Coordinate and organize outside contractors to perform work within the Facility, as directed
15. Maintain a general understanding of Wastewater principles and process control strategies

16. Perform a variety of technical work related to chemical, physical and biological laboratory analysis of process samples in wastewater; assure compliance with standard testing methods, procedures and regulations
17. Ability to read, understand and implement information from technical manuals
18. Be available for emergency response
19. Monitor chemical use and manage chemical systems
20. Perform related duties as assigned

Training and Educational Requirements

The employee is required to have a valid Washington State driver's license at all times.

Any combination equivalent to: college-level course work in chemistry, biology, or microbiology and one years experience in water, wastewater or process industry laboratory is desirable.

Minimum Qualifications

1. High School diploma or equivalent GED
2. Valid First Aid card within six months of employment.
3. Wastewater Treatment Operator Certification Group II within 180 days of employment.
4. Class A Driver's License with CDL endorsement within 180 days of employment, if directed by the Plant Manager.
5. Lift Truck Operator Certification within one year of employment
6. Must live within 30 minutes response time from the treatment plant.
7. Must have a maintain telephone service for emergency call-outs.
8. Ability to work holidays, weekends, and flexible hours to meet workload requirements.

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

Knowledge, Skill, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

Communications

1. Ability to actively listen to others for understanding of their needs and situations
2. Ability to read, write, comprehend and speak English
3. Convey information in written and oral form clearly and concisely
4. Ability to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely
5. Ability to understand and carry out written and oral instructions.
6. Ability to read, understand and interpret analytical laboratory testing conducted in a wastewater treatment facility

Decision Making

1. Ability to act in a decisive manner, using good judgment
2. Ability to assess problems and situations
3. Ability to anticipate needs and evaluate alternatives
4. Ability to effectively interpret the policies, procedures and objectives of the District

Interpersonal Relationships

1. Consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement
2. Exclude personal biases from work performance
3. Ability to accept criticism and/or discipline
4. Must be tactful and diplomatic
5. Must strive to promote a cooperative atmosphere in the district
6. Must have a positive attitude
7. Must be able to maintain cooperative working relationships with employees, various organizations and the public

Professional Attitude

1. Must have commitment to the District
2. Willingness to take initiative
3. Dependable
4. Must demonstrate maturity in relationships with others; and self confidence.
5. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all contact situations

Quality of Work

1. Must be able to produce quality, accurate work
2. Must be able to detect and correct errors
3. Must be able to utilize work time properly and productively

The Operator must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to deal with the public in a professional and courteous manner.

Working Conditions

Work is performed indoors and outdoors. The employee may need to work in a confined space and will be required to work on ladders, inclines, and in noisy areas. The employee may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The employee may be required to wear protective clothing or equipment in the performance of duties.

Hazards

1. Exposure to adverse biological agents, hazardous chemicals and related fumes.
2. Exposure to wastewater
3. Exposure to mechanical, electrical, and structural hazards.

The employee is subject to 24 hour on call availability. The work hours may be adjusted to meet requirements of the district.

Physical Stamina

The Operator must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to be sit or stand for long periods of times. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

Physical Abilities

1. Hearing and speaking to exchange information.
2. Ability to operate a computer keyboard and test equipment.
3. Seeing to read a variety of materials and instruments and to distinguish colors.
4. The ability to lift and carrying 50lbs up to 10'.
5. Climb 15' on a ladder.
6. Climb stairs.

Experience

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Operator shall have three years of applicable experience.

Other

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

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