



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

WASTEWATER TREATMENT PLANT OPERATOR II

COMMUNITY DEVELOPMENT DEPARTMENT

FLSA Status:	Non-Exempt
Division:	Public Works
Union Representation:	Represented

Class Summary

Under supervision of the Wastewater Plant Operator and the Public Works Division Manager, this position assists in performing operation and maintenance duties as outlined by established policies and procedures, or performs tasks as requested. Wastewater Plant Operator II participates in all aspects of facility operation as it applies to municipal wastewater treatment. Under general supervision, where standard practices enable the employee to proceed alone on regular duties, referring questionable cases to supervisor. Assists in training the Wastewater Plant Operator I and temporary employees.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Assists in the operation of the City's wastewater treatment plant as needed; operates plant in the absence of other operators as directed.
- 2) Assist in the organization, scheduling, and performance of routine operation and maintenance of the wastewater treatment plant in the areas of laboratory testing, plant operations, record keeping and reporting, preventative maintenance and maintenance of total facilities and grounds.
- 3) Use appropriate tools and operate high pressure hoses, forklifts, tractor mowers, vehicles, and hoists.
- 4) Examples of duties include: cleaning, lubricating, removing obstructions from pipes, pumps and valves, repairing pumps and valves, painting, and operating valves and switches. Load and unload chemicals, either by hand or using chemical-handling equipment.
- 5) Perform sampling and laboratory testing of water quality in accordance with established quality assurance guidelines. Conduct laboratory testing and record data for reporting to DEQ. Examples of duties include operation and maintenance of

Job Description- WWTP Operator II

March 6, 2019

automatic composite samplers, collect representative water samples, handling and cleaning laboratory glassware, calibrate and operate precision laboratory instruments.

6) Responds to system maintenance and/or emergency service calls outside of scheduled work hours while carrying a pager and working weekends on a rotational basis. In an emergency event or an officially declared State of Emergency, respond

as directed to ensure the restoration of essential public services, facilities and infrastructure.

7) Assists in researching situations and providing recommendations to the Operations Supervisor. Assists in planning jobs, preparing material purchases, and working with outside vendors to conduct City Business. Creates, finds and updates work orders and purchase orders in City Systems as required to conduct and document City business under the direction of the Operations Supervisor.

8) Inform and advise the Public Works Director, Operations Supervisor, and other

operators on facility operation matters, including making recommendations as requested. Under direction of the Wastewater Plant Operator- Lead, update Operation and Maintenance Manuals as necessary. Explain the purpose and operation of treatment facilities to citizens, school classes, and other water quality professionals. Make cost effective use of City resources.

9) Support a positive work environment. Treat other employees with respect. Work to resolve issues of conflicting personalities and needs.

10) Performs other related duties as required or directed.

Qualifications

REQUIRED

- High School diploma or equivalent plus additional specialized courses.
- Requires the use of biology, algebra, chemistry, laboratory technology and training generally applicable to wastewater treatment plants.
- State certification of Oregon Wastewater Treatment System Operator Grade II.
- Valid Oregon driver's license.

PREFERRED

- Associate of Science degree in Wastewater Treatment Technology, Oregon DEQ Wastewater Treatment System Operator Grade III.

Knowledge Required

- Theories and principals of wastewater treatment plant operations.
- Federal and state laws governing the National Pollution Discharge Elimination System.
- Personal computers and related software applications.

Skills Required

- Ability to apply theories of hydraulics and electricity to diagnose problems and make repairs.
- Ability to use tools to complete carpentry, plumbing, and mechanical projects.
- Ability to record operations and laboratory data and interpret process control trends.
- Ability to promote positive public relations, and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

Work Environment

May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals (such as chlorine gas and hydrochloric acid), heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infectious waste, and high voltage equipment requiring the use of safety devices and precautions. Possible exposure to explosive mixtures or toxic gas. Errors may be serious, involving such items as loss or delay of public services, equipment damage, downgrades in water quality or wastewater treatment quality and could affect public health. Accidental spills or leakage of hazardous chemicals could cause injury to employee and plant effluent problems which would be violations of DEQ regulations.

Approved



Dan Huff, City Manager

3-6-19

Date