



CLASSIFICATION NO. 795
Established: 01/99
Revised: 10/18
FLSA: Non-Exempt
EEO: 7

WASTEWATER PLANT OPERATOR 3

CLASS CHARACTERISTICS

Under direction, to plan, schedule and coordinate the operation and process control of wastewater treatment plants and related equipment, instruments, and machinery; coordinate and lead the work of plant operations personnel; develop and implement projects; coordinate wastewater analysis with the Environmental Monitoring division; coordinate the work of construction, maintenance and repairs, equipment modifications, and process changes; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

Water Environment Services manages and operates the County's utility service districts, including sewage facilities, collection systems, pumping stations, treatment plants and surface water management.

The Wastewater Plant Operator 3 is responsible for coordinating and monitoring the operation of the wastewater treatment plants and works closely with Water Quality Analysts and Process Engineers to optimize treatment. Incumbents schedules, coordinates, and provides field and administrative support to ensure compliance with federal and state regulations regarding treatment plant operations. The Wastewater Plant Operator 3 also coordinates activities of staff participating in work planning, training, problem solving, scheduling, budgeting, and personnel issues as part of a self-directed work team. The Wastewater Plant Operator 3 may fill in for the Wastewater Plant Operations Supervisor when needed.

The Wastewater Plant Operator 3 differs from the Wastewater Plant Operator 2 which is responsible for daily plant operations and does not have responsibility for operations planning or have daily lead responsibilities. It differs from the Wastewater Plant Operations Supervisor which has full supervisory responsibility for operations and maintenance of a treatment plant.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads the work of regular and temporary employees; provides daily work direction; plans, schedules, assigns and reviews work; coordinates absences and overtime; trains and provides technical assistance to staff; analyzes and resolves work problems; makes recommendations on personnel actions, such as hiring and performance evaluations; facilitates participation of team members in work activities.
2. Participates in the management of the wastewater plant system with other self-directed work team members; develops and recommends annual work plan and budget, including

contracted services; monitors and controls expenditures; oversees and coordinates special projects and contracted services; coordinates operations with other teams and personnel within and outside of the department; assists in the design and construction management of wastewater components.

3. Works with staff to develop, recommend, and implement wastewater plant operations procedures; estimates project time and materials; prioritizes routine and emergency activities; oversees installation and maintenance of technical equipment related to a wastewater treatment plant; reviews construction plans for system extensions for acceptance and conducts final inspections; assists in assessing effectiveness of programs and procedures.
4. Applies chemistry, biology, microbiology, and related environmental sciences to resolve technical treatment operations problems; coordinates with staff and treatment plant staff to develop operational procedures to meet NPDES and DEQ plant licensing and discharge requirements.
5. Performs daily wastewater operations tasks, sample collection, equipment checks, process changes, housekeeping and other duties that are typical for a Wastewater Plant Operator 1 or 2 when needed to fulfill daily workload.
6. Provides public and customer service support to County operations and other municipalities; responds to complaints and inquiries; conducts facility tours and public information meetings; answers technical questions and explains wastewater operations and maintenance systems.
7. Evaluates, recommends, and purchases equipment and other materials; prepares, develops and reviews specifications for purchases; contacts vendors to research and analyze information; coordinates with procurement division for bid invitations and requests for proposals.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic principles and practices of personnel management, budgeting, construction practices and blueprint reading; purchasing and contract administration; operation and maintenance of primary, secondary, and advanced wastewater treatment facilities; federal, state and county regulations regarding wastewater treatment, operations, and construction specifications; standard processes and chemicals used in testing and treating wastewater and sewage samples; principles and concepts of self-directed work teams; occupational hazards and safety precautions at a wastewater treatment facility; mechanical operation of wastewater treatment equipment; computer software applications; programmable logic controllers used in plant operations; wastewater specific mathematics; English grammar, spelling and punctuation; microcomputer applications in wastewater operations and maintenance; public and customer service techniques.

Skill to: Coordinate completion of construction projects, plant pilot projects and testing, plant modifications with staff and vendors; incorporate team participation in decision making; promote individual agreement and group consensus on issues and problems; communicate effectively, both orally and in writing; identify treatment process deficiencies and implement appropriate corrective action; safely and efficiently operate all wastewater treatment plant equipment; diagnose equipment malfunctions; recommend appropriate corrective action; train and direct the

work of plant operations personnel; perform duties of Wastewater Plant Operations Supervisor on a short term basis; establish and maintain effective working relationships with the public, contractors, government agencies and other County employees; provide technical assistance to other plant and maintenance personnel; coordinate public information activities.

WORKING CONDITIONS

Duties require physical labor, including walking, reaching, squatting, kneeling, bending, balancing, climbing, shoveling, fine motor control, and ability to lift up to 50 pounds, carry, and push/pull up to 70 pounds. Duties also involve exposure to bacteria, viruses and toxins in wastewater, chemicals, exhaust fumes and dust, loud noises, and vibration. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas, and on elevated platforms.

Incumbents may perform after-hours emergency response on call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- State of Oregon Wastewater Treatment Certification Level 3 as written in the State of Oregon's OAR 340-049-0030.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

POST-EMPLOYMENT REQUIREMENTS

Possession of or the ability to obtain within 12 months of hire:

- Certifications for Competent Person; Confined Space Entry; and CPR/First Aid
- Wastewater Treatment Certification Grade Level IV written in the State of Oregon's OAR 340-049-0030.

ADDITIONAL INFORMATION

History: Revised/Retitled from Wastewater Operations Coordinator 10/18