

JOB DESCRIPTION  
CITY OF STEVENSON

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**POSITION:** Wastewater Treatment Plant Operator III  
**REPORTS TO:** Public Works Director  
**EFFECTIVE DATE:** March 15, 2018  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** \$54,821-\$72,142 Annually (\$26.36-\$34.68 hourly)

SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant with some time spent in an office environment. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Makes sure that all work is performed to safety standards and that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.
- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.
- Maintain building and grounds in a clean and sanitary condition; wash floors and walls; clear weeds; perform light maintenance.
- Operates and maintains equipment which may include city trucks, dump trucks, backhoes, jackhammers, mowers, street sweepers, snow plows, compactors, cutting

torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.

- Assists with the general maintenance and repair of both diesel and gas engines.

#### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

#### SUPERVISORY RESPONSIBILITIES:

This is a supervisory position directly overseeing city workers and contractors in the Wastewater department. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

#### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties shared with the Public Works field crew (two hours Saturday and Sunday – four hours total). ***Will be available by phone when on call weekends.*** Emergencies will require overtime work to repair utilities.

**MINIMUM QUALIFICATIONS:**

High School graduate or GED equivalent.  
Must live within twelve (12) miles of the city.  
Must be able to work independently.  
Must have a Washington Driver's License with commercial validation or the ability to acquire within six (6) months. The City will complete a review of the final applicant's driving record.  
Wastewater Treatment Plant Operator III (WWTPO III)  
Water Distribution Manager I (WDM I)

**PREFERRED QUALIFICATIONS:**

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).  
Plumbing Skills.  
Basic Electrical Skills including basic Telemetry and cable splicing knowledge.  
Carpentry Skills.  
Experience in Welding.  
Diesel and Gas equipment repair.  
Basic Mechanical Skills.  
Knowledge of Grounds Maintenance.  
Cross Connection Control Specialist  
Wastewater Treatment Plant Operator IV (WWTPO IV)

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.  
First Aid & CPR Certification  
Flagger Certification  
Water Plant Operator I (WTPO I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position**

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Signature

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Date