

# CITY OF STEVENSON WASTEWATER TREATMENT PLANT OPERATOR I, II OR III

Posted March 22, 2018

Open until filled – first review April 30, 2018

The City of Stevenson, Washington, is recruiting for a Wastewater Treatment Plant Operator level I, II or III (WWTPO), with the steps corresponding to certification levels I, II, or III as recognized by Washington State Department of Ecology. The WWTPO I or II works under the Public Works Field Supervisor to perform the general operations and maintenance of the city's Wastewater Treatment Plant (WWTP). The WWTPO III works under the Public Works Director to provide high level administrative, technical and professional work in operating and maintaining the city's WWTP. The WWTPO is responsible for the safe operation of the WWTP within the guidelines set by the multiple regulatory agencies.

## **The Ideal Candidate:**

The City of Stevenson is looking for a progressive and creative WWTPO who understands all aspects of wastewater treatment. This position requires experience and training in wastewater operations, facilities and equipment maintenance. The ideal candidate must have a strong background and interest in troubleshooting problems; have collaborative decision-making skills; be independent, self-motivated and a team player; be energetic and positive with a can-do attitude; have strong communication and public relations skills; and be focused on solving problems and achieving results.

## **Experience and Education:**

Requires graduation from high school or received a GED or equivalent. Also requires that you live within twelve (12) miles of the city and have a Washington State Driver's License with commercial validation or the ability to acquire within six (6) months. Minimum certification levels are also required depending on the level of WWTPO you are applying for. Ability to receive certification from Washington State through reciprocity within 6 months of hire.

## **Compensation and Benefits:**

- Annual Salary of \$47,272-\$62,208 for WWTPO I, \$51,047-\$67,174 for WWTPO II, and \$54,821-\$72,142 for WWTPO III depending on qualifications and experience
- Medical and dental insurance for employee and dependents
- HRA VEBA plan
- Washington State PERS
- Voluntary Deferred Compensation plan
- 10 paid holidays per year
- 12+ vacation days per year (to maximum accruals)
- 2 personal leave days per year
- 12 days sick leave per year (to maximum accruals)

**To Apply:** Applications are available at Stevenson City Hall or on the City's website at [www.ci.stevenson.wa.us](http://www.ci.stevenson.wa.us). Submit an application, a cover letter, and a resume to City Hall at 7121 E Loop Rd, PO Box 371, Stevenson WA 98648, or by email to [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us).

Open until filled, first review of applications is scheduled for April 30, 2018. The City of Stevenson is an Equal Opportunity Employer.

**JOB DESCRIPTION  
CITY OF STEVENSON**

**POSITION:** Wastewater Treatment Plant Operator I  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** March 15, 2018  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** \$47,272-\$62,208 Annually (\$22.73-\$29.91 hourly)

**SUMMARY:**

This is a field position working in the City's wastewater department mostly at the treatment plant. 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.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Week end testing and emergency back up to the Waste Water Treatment Plant operator.
- 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.
- 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:

There are no supervision responsibilities associated with this position.

#### 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.

**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.

**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)  
Water Distribution Manager I (WDM I)  
Wastewater Treatment Plant Operator I (WWTPO 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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOB DESCRIPTION  
CITY OF STEVENSON**

**POSITION:** Wastewater Treatment Plant Operator II  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** March 15, 2018  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** \$51,047-\$67,174 Annually (\$24.54-\$32.30 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.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Week end testing and emergency back up to the Waste Water Treatment Plant operator.
- 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:

There are no supervision responsibilities associated with this position.

#### 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 II (WWTPO II)  
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 III (WWTPO III)

**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**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

JOB DESCRIPTION  
CITY OF STEVENSON

**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**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City of Stevenson**  
**7121 E Loop Road**  
**PO Box 371**  
**Stevenson, WA 98648**  
**Phone: 509-427-5970 Fax: 509-427-8202 email: [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)**

**Application for Employment**

In compliance with Federal and State Equal Opportunity Guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of the applicant's ability to perform essential functions of the job and to determine reasonable accommodation. The City is a drug free workplace.

This application must be completed fully even if you are also submitting a resume. Incomplete applications will not be included for consideration in the selection process.

Name:	Phone:
Mailing Address:	Fax:
City, State & Zip	Email:

It is the City's policy that any applicant for a position which requires that he/she drive City Vehicles must hold or be eligible to hold a valid Washington State Driver's license. Do you possess a Washington State Driver's license? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]. If no, is there any reason you may be barred from receiving a license?  
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After reviewing the job announcement, can you perform the essential functions of this job? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] If Yes, would accommodations be necessary? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] (Reasonable accommodations will be provided if necessary)
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In accordance with the Immigration Reform and control Act of 1986, employment by the City of Stevenson is contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States. Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted. Are you authorized to work in the United States? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]
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Have you been convicted of a criminal offense within the past seven years? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] If yes, please explain the nature of the offense, date, court, and description:  
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Note: Although the City may investigate criminal convictions that relate to fitness to perform the job for which you are applying, such convictions will not necessarily bar you from employment with the City.
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Can you travel if the job requires it? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]
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Have you ever been bonded? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] If yes, for what position:
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Are you a veteran? Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] If yes, what was your branch of military service and your final rank?
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List any trade or professional organizations of which you are a member, including offices held:

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List the name, address and telephone number of three references not related to you:

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Summarize any special skills and qualifications you have acquired from employment or other experiences:

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**EDUCATION AND TRAINING**

<u>Type of School</u>	<u>Name &amp; address</u>	<u>Number of years completed</u>	<u>Graduated? Degree type? Major Subjects</u>
High School			
College			
College			
Business/Vocational			
Trade/Other			

**EMPLOYMENT HISTORY**

Beginning with your present or most recent employer, list your prior work experiences. Include periods of self-employment and US Military experiences. List each promotion separately. Describe the work you did and the number and type (clerical, technical, professional, etc.) of employees supervised, if any. If all of the requested information is contained in your resume in great enough detail, the note "See Resume" is an acceptable response.

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes [ ] No [ ]	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

In accordance with the City of Stevenson's Drug and Alcohol Testing Policy, City employees who are required to have a valid Commercial Driver's License (CDL) are subject to testing for controlled substances and alcohol on a random, unannounced basis. The City is required to randomly test 25% of employees who are required to have a CDL for alcohol and 50% of employees who are required to have a CDL for controlled substances.

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

The facts set forth in my application of employment are true and complete. I understand false statements on this application will result in my disqualification as an applicant, or, if I am employed, will be cause for my dismissal.

I authorize the City of Stevenson to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

In the event of my employment with the City of Stevenson, I will comply with all rules, regulations and policies set forth in the City's policy manual or the communications distributed by the City.

I Hereby acknowledge that I have read and understand the preceding statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_