

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Wastewater Facilities Operator I</b>
<b>Class Code Number</b>	<b>5130</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>February 2012</b>

### General Statement of Duties

Performs operating and maintenance duties in the wastewater treatment plant, collection system and lift stations (including those at Sawmill Cove Industrial Park); performs related work, including that of the Water Operator, as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to operate the wastewater treatment system within the City and Borough of Sitka. The work is performed under the direct supervision of the Chief Wastewater Facilities Operator but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The principal duties of this class are performed in wastewater treatment plant and in an outdoor environment which may involve adverse weather conditions and related hazards (such as; confined spaces and hazardous chemicals).

### Examples of Essential Work (Illustrative Only)

- Operates all equipment used in wastewater treatment, including pumps, screening/grinding devices, grit separators, clarifiers, belt filter presses, blowers, chlorination and related chemical treatments, control systems, high pressure vacuum cleaners, closed circuit television inspection equipment and computer equipment;
- Monitors and controls lift stations and treatment plant equipment with remote SCADA systems;
- Performs collection system cleaning and repair, water distribution cleaning and repair and lift station maintenance;
- Performs water quality analysis of Wastewater Treatment Plant & Receiving Waters, including analysis for salinity, PH, temperature, turbidity and secchi disk in the initial zone of discharge;
- Performs analysis of BOD, COD, TSS, D.O., temperature, pH and settleable solids on Wastewater Treatment Plant influent and effluent;
- Calibrates equipment;
- Maintains all records as appropriate;

- Maintains and repairs all equipment used in wastewater treatment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Drives commercial vehicles and other wastewater vehicles and equipment on the Sitka road system to service lift stations and to pick up and deliver waste and perform work at other solid waste and wastewater facilities.
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Good knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water and sludge treatment and operational maintenance and repair;
- Good knowledge of safety regulations, protocols, principles, practices and procedures;
- Good knowledge of the operation of tools used in wastewater and sludge facility maintenance;
- Skill in the operation of tools and machinery used in sludge and wastewater treatment;
- Ability to read and interpret operational procedures, electronic schematics, chemical and gas formulas and warnings, blueprints and plans;
- Ability to remain on call;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard (MS Word & Excel) or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Some experience in water and/or wastewater treatment and processes; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

### Required Special Qualifications

- Possession of, or ability to obtain within 6 months, a commercial driver's license issued by the State of Alaska;
- Must hold or obtain State of Alaska Certifications as Wastewater Treatment Operator, Wastewater Collection Operator, Water Distribution Operator and Water Treatment Operator provisional level 1 within 30 months (all four disciplines);
- Must hold or obtain two (2) of the following: State of Alaska Certification as Wastewater Treatment Operator, Wastewater Collection Operator, Water Distribution Operator and/or Water Treatment Operator level 1 within four (4) years of employment (i.e. two level one certificates);
- Obtaining a level II State of Alaska Certification as a Wastewater Treatment Operator or Wastewater Collection Operator within eight (8) years of employment is highly desirable.
- Must hold or obtain forklift operator's certificate, hazardous materials & general site worker certificate, first aid/CPR card and confined space certification within two (2) years of employment

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
  - Sufficient vision, with or without reasonable accommodation, which permits the employee to operate water pollution control facility controls;
  - Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate controllers and tools used in the installation, maintenance and repair of pumps and discharge systems;
  - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb, enter and exit confined spaces, manipulate equipment and adhere to safety protocols in the inspection of facilities and maintenance of projects and equipment.
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