

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Wastewater Facilities Operator-Lab/Regulatory Specialist</b>
<b>Class Code Number</b>	<b>5132</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA</b>
<b>Effective Date</b>	<b>September 2011</b>

### General Statement of Duties

Supervises the City and Borough of Sitka Water & Wastewater laboratory; performs lab work; maintains state approved QA/QC and certified microbiological lab. Assures that all monitoring is performed as required by the regulatory agencies. 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 and the Wastewater Facilities Operator, as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain state and federally certified water and wastewater laboratory, perform required analysis of municipal potable W & WW and prepare reports to the agencies. Additionally this employee operates CBS wastewater treatment and collection systems. 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 regulatory agency personnel, other Department and City employees and the public. The principal duties of this class are performed in the laboratory, the 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)**

- Maintains compliance with all EPA and ADEC regulations regarding the microbiological analysis of drinking water and related wastewater monitoring;
- Monitors the laboratory Quality Control/Quality Assurance program, maintaining laboratory certification;
- Coordinates the organization of the Biological Monitoring program;
- Orders all supplies used in Wastewater and Micro lab procedures and maintains a current inventory at all times;
- Performs microbiological analysis of wastewater and receiving waters in and around the mixing zone requiring the use of the boat from the Harbor Department;
- Performs membrane filtration procedures for total and fecal coliforms on untreated and treated water and performs confirmation of these as necessary;
- Performs heterotrophic plate procedure on pools, spas, wastewater and drinking water;
- Coordinates sampling and analysis of water, wastewater, landfill leachates (including those at Sawmill Cove Industrial Park) with contract laboratories;
- Performs microbiological analysis of treated and untreated water from outside agencies as requested;
- 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;
- Performs collection system cleaning and repair, water distribution cleaning and repair and lift station maintenance;
- Maintains all records as appropriate;
- Monitors and controls lift stations and treatment plant equipment with remote SCADA systems;
- 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;
- Calibrates instruments;
- Performs analysis of BOD, COD, TSS, D.O., temperature, pH and settleable solids on Wastewater Treatment Plant influent and effluent;
- 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;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Good knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in wastewater 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 water and sludge facility maintenance;
- Skill in the operation of tools and machinery used in sludge and water 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 a personal computer using standard (MS Word & Excel) or customized software applications appropriate to assigned tasks;
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- 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, preferably supplemented by additional training in water and/or wastewater processes (one year certificate or two (2) year Associates degree in water/wastewater or environmental technology is highly desirable); and
- Considerable experience in water and/or wastewater treatment, processes and laboratory; 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 currently hold or obtain State of Alaska Certification as a Provisional level Water Distribution Operator, Water Treatment Operator, Wastewater Collection Operator and Wastewater Treatment Operator within eighteen (18) months of employment (all four disciplines);
- Must hold or obtain fork lift operators certificate, hazardous materials & general site worker certificate, first aid/CPR card and confined space certification within two (2) years of employment;
- Must be approved or obtain the required three (3) months of bench experience in microbiological analysis of drinking water including the minimum thirty (30) days on-the-job training under an experienced analyst, within six (6) months of employment; and attend required EPA or State of Alaska microbiological training and become approved by the State of Alaska for the analysis of drinking water by Membrane Filter, Fermentation Tube, Presence Absence, Chromogenic-Fluorogenic and Heterotrophic Plate Count methods as soon as the state class is available;
- Yearly participation in an EPA/ADEC sponsored Quality Assurance/Quality Control studies for microbiology and laboratory analysis.
- Must currently hold or obtain two (2) of the following: State of Alaska Certification as a level I Water Distribution Operator, Water Treatment Operator, Wastewater Collection Operator and/or Wastewater Treatment Operator within three (3) years of employment (i.e. two level I certificates).

### **Essential Physical Abilities**

- 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 personal computers, controllers and tools used in the installation, maintenance and repair of pumps and 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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