

City and Borough Sitka, Alaska

Class Specification

Class Title	Senior Wastewater Facilities Operator
Class Code Number	5140
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	September 2011

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 as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate wastewater treatment systems within the City and Borough of Sitka. This class is distinguished from the class of Wastewater Facilities Operator due to the performance of activities of a higher technical nature. 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. In the absence of the Chief Wastewater Facilities Operator, an employee in this class assumes supervisory responsibilities for all Wastewater Facilities Operators. 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, collection system and in an outdoor environment which may involve adverse weather conditions and related hazards such as trenches, confined spaces and hazardous chemicals.

Examples of Essential Work (Illustrative Only)

- Performs closed circuit television inspections of the collections systems, including directing the crew in such operations and maintaining a written and video record;
- Performs in-flow and infiltration studies, including collecting flow and rainfall data, maintaining and repairing equipment and implementing improvements of operating procedures;
- Monitors and controls lift stations and treatment plant equipment with remote SCADA systems
- Maintains records of collection systems, including the use of AutoCAD to record data of new and existing systems, manhole condition records, pipe and lift station records and maintenance procedures;
- Maintains spare parts inventory for collection system inspection and repair;

- Performs microbiological analysis of treated and untreated drinking water;
- Performs microbiological analysis of treated and potable water from outside agencies as requested;
- Performs membrane filtration processes for fecal coliforms on untreated and treated water and performs confirmation of these organism as necessary;
- Operates all equipment used in wastewater treatment & collection system, including pumps, compressors, screening/grinding devices, grit separators, clarifiers, belt filter presses, blowers, chlorination and related chemical treatments, control systems, high pressure vacuum cleaners, closed circuit television monitors and computer equipment;
- Performs microbiological analysis for fecal coliform in and around the mixing zone, requiring the use of the boat from the Harbor Department;
- 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 equipment;
- Performs analysis of BOD, COD, TSS, D.O., temperature, pH and settleable solids on Wastewater Treatment Plant influent and effluent (including Sawmill Cove Industrial Park);
- Performs inspections, rehabilitation and repair in the collection system;
- 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;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water and wastewater treatment, collection systems and operational maintenance and repair;
- Thorough knowledge of safety regulations, protocols, principles, practices and procedures;
- Thorough knowledge of the operation of tools used in water and wastewater treatment and collection systems;
- Ability to train, supervise, evaluate and coordinate the work of others;
- 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 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, 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 wastewater treatment and collection systems; 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 the ability to obtain within six months, a commercial driver's license issued by the State of Alaska;
- Must hold, or be able to obtain within one year of employment, a State of Alaska Level I Wastewater Treatment Certification or a State of Alaska Level I Wastewater Collection Certification;
- Must currently hold or be able to obtain a State of Alaska Certification as Water Distribution Operator level OIT and Water Treatment Operator level OIT within one (1) year of employment;
- Must hold or be able to obtain fork lift operators certificate, hazardous materials & general site worker certificate, first aid card and confined space certification within one (1) year of employment;
- Must hold or obtain a State of Alaska level II Wastewater Treatment Certification within two (2) years of employment;
- Must hold or obtain a State of Alaska level II Wastewater Collection Certification within three (3) years of employment;
- Must obtain the required three (3) months of bench experience in microbiological analysis of drinking water with a minimum of thirty (30) days on-the-job training under an experienced analyst, 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 within two (2) years of employment;
- Yearly participation in an EPA/ADEC sponsored Quality Assurance/Quality Control studies for microbiology and laboratory analysis.
- Experience may be substituted for special requirements above until required certifications are obtained, with approval of the Public Works Director

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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