

# City and Borough of Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Chief Wastewater Facilities Operator</b>
<b>Class Code Number</b>	<b>5145</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA</b>
<b>Effective Date</b>	<b>rev 3-6-10</b>

### General Statement of Duties

This is a working supervisor position; supervises the operating and maintenance duties in the wastewater treatment plant, collection system and lift stations (including those at Sawmill Cove Industrial Park). Assures that all required maintenance and reporting is completed in a timely and professional manner. Serves as back up laboratory analyst for wastewater monitoring and second back up for drinking water microbiological analysis; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee and operate wastewater treatment and collection systems within the City and Borough of Sitka (including those at Sawmill Cove Industrial Park). The work is performed under the direct supervision of the Environmental Superintendent but considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the other Wastewater Facilities Operators due to the direct supervisory duties. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. In the absence of the Environmental Superintendent an employee in this class will assume responsibility for the Wastewater related duties of the Environmental Superintendent. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with; W/WW Maintenance staff, Water Department staff and other City employees, regulatory agency personnel and the public. The principal duties of this class are performed in 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)

- Plans, organizes and supervises the operations and activities of wastewater treatment and collection systems within the City and Borough and Sawmill Cove Industrial Park;
- Oversees the application of safety procedures within wastewater treatment and promotes a safe work environment to all personnel;
- Assures compliance with all EPA and ADEC regulations regarding the microbiological analysis of drinking water and related wastewater monitoring as performed by the WWFO-Lab/Reg specialist;
- Maintains detailed and accurate records of all wastewater treatment operations, and collection system and makes recommendations for policy changes and or adaptations based on field observations of wastewater personnel;

- Monitors and controls lift stations and treatment plant equipment with remote SCADA systems.
- Provides information to the public and inquiring parties as to water and wastewater treatment procedures and provides tours of related facilities;
- Completes employee performance evaluations;
- Performs backup microbiological analysis of wastewater and receiving waters in and around the mixing zone requiring the use of the boat from the Harbor Department;
- Assures that required sampling and analysis of wastewater, landfill leachates (including those at Sawmill Cove Industrial Park) is carried out in a timely and professional manner;
- Operates all equipment used in wastewater treatment and collection systems, including pumps, screening/grinding devices, grit separators, clarifiers, belt filter presses, blowers, chlorination and related chemical treatments, control systems, high pressure vacuum cleaners, and computer equipment;
- Provides backup for 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;
- Provides backup analysis of BOD, COD, TSS, D.O., temperature, pH and settleable solids on Wastewater Treatment Plant influent and effluent;
- Directs and/or participates in the maintenance and repair of all equipment used in wastewater treatment and collection systems including SCADA monitoring and control equipment;
- 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**

- Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water and wastewater treatment and collection systems and operational maintenance and repair;
- Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;
- Thorough knowledge of and skill in the operation of tools and machinery used in wastewater treatment and collection systems;
- 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 (word processing and MS excel) and 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.
- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management.

### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Extensive supervisory experience in wastewater treatment processes, collection system operation and water/ wastewater laboratory analysis; 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 a class B commercial driver's license with a hazardous endorsement issued by the state of Alaska, or the ability to obtain one within six (6) months of employment;
- Ability to obtain a State of Alaska level II Wastewater Treatment Certification and a State of Alaska level I Wastewater Collection Certification within two (2) years of employment.
- Must currently hold or obtain State of Alaska Certification as Water Distribution Operator, Water Treatment Operator Provisional level within six (6) months of employment;
- Must hold or 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 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, 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;
- Once certified, yearly participation in an EPA/ADEC sponsored Quality Assurance/Quality Control studies for microbiology and laboratory analysis.

### **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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