

CITY OF CASHMERE JOB DESCRIPTION

Title: **Wastewater Treatment Plant Operator Level 3 (Operator in Charge)**

Department: Water/Wastewater Department

Reports To: Director of Operations

Directs: Wastewater Operations Crew

POSITION SUMMARY

Under general supervision of the Director of Operations, this person is the Operator in Charge at Cashmere's Wastewater Treatment Plant. Major responsibilities include the directing daily operation of the wastewater treatment plant processing equipment; observes variations in operation conditions and interprets meter and gauge readings; performs tests; maintains logs and records; and performs routine maintenance. Will also assist with the water distribution and water treatment plant system, including maintenance, repair, troubleshooting and diagnosis of filtration system, reservoirs, wells, pump stations, transmission lines, water service connections, and water metering.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible to operate and maintain Wastewater Treatment Plant to meet terms, conditions, and requirements of the National Pollution Discharge Elimination System Permit as regulated by the Department of Ecology
- Perform inspections, maintain and service equipment, collect and analyze samples
- Maintain record, chart or log of work performed
- Interpret meter and gauge readings
- Utilize Supervisory Control and Data Acquisition (SCADA) system to monitor, manage and control system
- Adjust operations based on sample results, system data and performance
- Performs quality control tests on lab equipment and lab analyses
- Maintenance of grounds, roadways, buildings, tanks, pumps, motors, and treatment plant
- Assist with diagnostic and repair procedures
- Responsible for the safety of all plant personnel
- Required to carry a cell phone and may serve in one-week rotating shifts with other Department personnel as an after-hours, weekend, and holiday on-call person. (30 minutes response time limit)
- Perform other related duties when needed
- Assist with duties associated with the water/wastewater department including:
 - Monitor, inspect and repair wastewater collection system features
 - Monitor reservoir levels, water turbidity, water temperature, chlorine residual, pump operations, chlorine and other chemical supplies
 - Monitor and control flow of water to and released from interrelated systems, water plant facility, reservoirs and pumps

- Operate electric or manual controls to start and stop pumps and adjust reservoir heights to ensure adequate flow of water within system requirements
- Regulate the flow of chlorine and change chlorine cylinders as required; backwash and maintain filters; test pumps to ensure proper operation

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of wastewater treatment plant operations
- Knowledge of laws, regulations, policies and procedures applicable to assigned tasks
- Knowledge of laboratory testing and accreditation processes
- Knowledge of aspects associated with wastewater and water distribution, collection, pumps, treatment, and monitoring
- Skill in troubleshooting, diagnosis and corrections to equipment and systems
- Skill with methods, means and materials necessary for repair and maintenance of all equipment associated with a wastewater system
- Ability to perform computer operations for the monitoring and managing of the system and generation of reports
- Ability to establish and maintain cooperative and effective working relationships with others to achieve a common goal or purpose
- Ability to communicate technical information clearly and concisely both orally and in writing.

QUALIFICATIONS REQUIRED

- Wastewater Treatment Plant Operator Level 3 certification
- High school diploma or GED; with additional education and experience necessary for successful performance of this job
- Valid First-Aid and CPR certifications

WORKING CONDITIONS

- Work is performed in both inside and outside environments subject to all weather conditions
- Operations include working in confined spaces, machinery, electricity, equipment and laboratory chemicals
- Subject to heavy lifting
- Occasionally work after-hours, weekends, holidays, and on-call status

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.