

# CITY OF ELMA

## JOB DESCRIPTION

**Job Title:** Assistant Wastewater Treatment Plant Operator/Utility Worker

**Department:** Public Works

**Reports to:** Public Works Director

**Effective Date:** March 2022

This is a full-time, Fair Labor Standards Act non-exempt position. The Assistant Wastewater Treatment Plant Operator/Utility Worker (Assistant-WWTPO/Utility Worker) is not a Civil Service employee. The position is covered by a collective bargaining unit and the employee has the option of joining the union.

### **Supervision Responsibilities**

This is a non-supervisory position.

### **Major Function and Purpose**

Under general supervision of the Public Works Director, the Assistant-WWTPO/Utility Worker is primarily responsible for performing wastewater treatment plant duties under the direction of the Lead Wastewater Treatment Plant Operator (Lead-WWTPO). The Assistant-WWTPO/Utility Worker position entails the ability to install, inspect and repair all equipment that is necessary to this process, and to ensure that it always functions properly and to perform other wastewater treatment plant duties as assigned.

The individual in this position shall perform the regular and recurring maintenance work utilizing equipment as authorized and available to accomplish the work.

### **General Function**

Under general supervision of the Public Works Director, the individual in this classification must be competent to perform proficiently and independently, assignments of a recurring and regular nature. This person will normally work in accordance with specific procedures and known practices, shall have or gain adequate knowledge of wastewater treatment plant and collection systems operations.

This position will also aid in the general daily activities of other City systems consisting of water, street, storm, cemetery, and park facilities. The holder of this position is desired to have State Certification as a Wastewater Treatment Plant Operator Group II, State Certification as a Water Distribution Manager, and a Washington State Flagger Certification. An individual hired to fill the position without these certifications is required as a condition of continuing employment to obtain the certification(s): within one year of the date of hire for Water Distribution Manager, and Flagger; within two years Group II Wastewater Treatment Plant Operator, and to maintain the certifications throughout employment.

### **Job Duties and Responsibilities**

The Job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of the responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Participate in the rotating on-call weekend duty schedule (30-minute response time to the City of Elma-Public Works Shop Building and reliable after hours phone capability required)
- Performs Laboratory testing in a Washington State certified wastewater laboratory under direction of the Lead-WWTPO.
- Safely performs routine process control operations within prescribed standards under direction of Lead-WWTPO.
- Collects influent, in-process and effluent sewage samples: conducts and records specific tests in accordance with established sampling and testing procedures under direction of the Lead-WWTPO.
- Operates and maintains all Treatment Plant equipment to ensure that it remains in good working condition.
- Monitors the wastewater collection system, ensuring that it always functions properly under direction of the Lead-WWTPO.
- Conducts routine inspections and maintenance checks of all treatment facility hookups and makes repairs as necessary.
- Aids in the preparation of periodic reports in compliance with federal, state, and local requirements.
- Safely handles and properly disposes of hazardous materials.
- Performs minor repair of equipment
- Uses power tools and equipment, such as small riding mowers, 72" mower, drill, chain and circular saws, sander, grinder and other related tools and equipment
- May operate heavy equipment, commercial and light duty trucks in the course of daily work.
- Assist in preparation, construction and maintenance of City facilities such as park areas, water and sewer repair/replacement, street maintenance, gravesites, sprinkler systems, sidewalks, and stormwater facilities.
- Ensures that city streets, parks, and utilities are kept in satisfactory condition for safe use by the public.
- May perform basic carpentry, cement work and painting as necessary.
- As appropriate and authorized, devises and adapts tools, aids, and improved work methods and procedures
- Conducts meter readings for the purpose of generating monthly billing statements.
- Responds to public inquiries, providing information within scope of knowledge or refers individual to supervisor for response to inquiry

### **Knowledge, Skills and Responsibilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to follow oral and written instructions
- Ability to interact respectfully and courteously with co-workers and citizens
- Keen sense of attention to detail
- Ability to maintain facilities in an aesthetically pleasing manner

An Assistant-WWTPO/Utility Worker should be able to communicate effectively with the public as well as with other co-workers. He/she must have the ability to use a variety of potentially hazardous tools safely and efficiently.

### **Experience and Training**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

### **Working Conditions**

Work is performed both indoors and outdoors. The Assistant-WWTPO/Utility Worker must be able to work alone, sometimes in remote locations. They may be required to work in or over water, on high ladders or in confined spaces. The Assistant-WWTPO/Utility Worker is exposed to many hazards. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery, or its moving parts, cleaning fluids, chemicals, pesticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, energized systems, fumes and smoke.

Protective clothing is required for completion of some job requirements; including steel-toed boots, rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard hats, and other specialized protective equipment.

### **Contacts and Relationships**

This employee has contact with the public, as well as daily communication with other employees and supervisors.

### **Physical Requirements**

The employee performing the duties of Assistant WWTPO/Utility Worker must be able to perform the essential functions of the position. If accommodation is required, the employee and The City will engage in an interactive process to determine what accommodation is required. The City shall determine whether any accommodation is reasonable.

An Assistant WWTPO/Utility Worker must have the physical ability to perform manual labor such as digging and shoveling. It is required that an Assistant WWTPO/Utility Worker be able to bend, climb, kneel, lift up to 50 pounds, pull, push, reach, stand and/or walk for long periods under adverse conditions. The Assistant WWTPO/Utility Worker will be required to drive City vehicles, operate power equipment, and use hand tools. The Assistant WWTPO/Utility Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

- Ability to stand or walk for long periods of time
- Traverse rough terrain
- Work in or over water
- Work at heights or on a scaffolding
- Work safely in and around confined spaces and utility trenches
- Safely lift or carry up to 50 pounds

Color vision, depth perception, and far vision required to legally drive a vehicle are essential to performance of the position. Corrective lenses may be utilized. The employee must have the ability to visually and/or audibly identify the presence of a danger or hazard.

The employee must have the skill and ability to operate lawn care equipment, including rotary and reel lawnmowers, weed-eaters, and chainsaws, as well as common landscaping hand tools (i.e., shovels, rakes, hoes, etc.).

### **Recruiting Requirements**

- Must be at least 18 years old
- High school diploma or GED
- Valid Washington State driver's license and satisfactory driving record
- Background in utility maintenance, installation and repair
- Experience in the operation of a variety of equipment and maintenance tools
- Preference for Washington State Certifications of Wastewater Treatment Plant Operator and/or Water Distribution Manager.
- Be willing to pursue CDL qualification if requested by employer.

This job description does not constitute an employment agreement between the Employer and employee and are subject to change as the needs of the Employer and requirements of the job change.