

City of Ferndale

INCORPORATED 1893



EMPLOYMENT OPPORTUNITY - For Wastewater Treatment Plant Operator

Full-time with benefits – Ferndale is an Equal Opportunity Employer

SALARY:	DOE
APPLICATION:	Submit Application Form to: City Clerk; City of Ferndale; 834 Main Street; POB 1095; Ferndale CA 95536
FINAL FILING DATE:	Application packets must be received by 4pm, December 4, 2014

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION: Under the general direction of the Chief Plant Operator, supervise and perform a variety of operational, control, and maintenance functions in the City's wastewater treatment systems; supervise and perform lab testing and sample collection; supervise and perform a variety of work at all levels in the maintenance, repair, and construction of wastewater treatment and collection systems; supervise the work of others, and to do related work as required.

DISTINGUISHING CHARACTERISTICS: Lead Treatment Plant Operator is a full-time position with responsibility to supervise and train Operators In Training(OIT) and participate in the functions performed by Treatment Plant Operators. Incumbents are expected to supervise and perform a wide variety of operations, lab, maintenance, repair, and construction assignments, including the most skilled and complex tasks. Work is performed under the general direction of the Chief Plant Operator and frequently job assignments may be performed with minimal guidance with the expectations that incumbents have the ability to choose among alternatives in completing tasks. Considerable latitude is granted for the exercise of independent judgment and initiative including making process control and operational change recommendations. Work is typically performed in a treatment facility environment. Some tasks may involve moderate physical labor.

SPECIAL CHARACTERISTICS: This is an "At Will" position. Employment may be terminated by either the employee or the City at any time, with or without cause.

EXAMPLES OF DUTIES: Provides lead supervision for treatment plant operators, Monitors the operation of wastewater treatment plant pumps, motors, and other equipment; reads gauges, dials, and other instruments that record system and plant operations; interprets operating data and makes operating adjustments; makes visual inspections of system and plant operations, insuring that operational problems have been located and corrected; operates valves according to plant flows; inspects, cleans, and maintains pumps, motors, valves, filters, meters, and related equipment; implements a preventive maintenance program including maintenance and repairs for pumps, motors, control circuits, air compressors, hydraulic systems, and other plant equipment; keeps accurate records and logs; collects samples and performs laboratory tests; works with hazardous chemicals, using proper safety precautions; performs a variety of general maintenance in and around wastewater facilities; uses hand and power tools; performs heavy physical labor; operates vehicles and equipment; provides training for less experienced personnel; may be required to respond to emergency call outs, including weekends and holidays; responds to public questions and complaints. Participates in long-term planning, preparation of annual budget and capital improvement program. Other duties as required.

JOB REQUIREMENTS: Maintain a valid California Driver's License throughout employment. Possess and maintain a valid Grade I Wastewater Operator Certification issued by the State Water Resources Control Board (SWRCB) or have the ability to obtain Grade I Certification within first 18 months of employment and a Grade II within the following 18 months.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Safe work practices.
- Principles and practices of wastewater treatment plant operations.
- Regulatory compliance issues related to treatment plant operations.

- Obtaining and maintaining proper licensing and certifications for operators.
- Repair, maintenance, and adjustment procedures for wastewater treatment equipment, and sewer pumping and storage facilities.
- Wastewater laboratory testing procedures.
- General maintenance and repair work.
- SCADA controls and operations.
- OSHA regulations concerning utility operations and maintenance.
- Principles of team leadership and training.

And Ability to:

- Supervise and perform a variety of operations, control, and maintenance functions in the City's Wastewater system.
- Work effectively with regulatory agencies.
- Maintain policies, procedures and protocols to ensure regulatory compliance.
- Complete and/or prepare complex reporting documents.
- Organize, implement and direct operation and maintenance schedules.
- Insure the proper maintenance and operation of City wastewater treatment and pumping facilities.
- Perform a wide range of operations, repair, and maintenance work at wastewater pumping and treatment facilities.
- Read and interpret gauges and other devices reflecting plant operations and make complex operating adjustments based on recorded data.
- Take wastewater and sludge samples and perform on site laboratory tests.
- Diagnose a variety of operating and process problems and take effective corrective actions.
- Maintain and update logs, records, reports, and charts, neatly and accurately.
- Provide training for less experienced staff.
- Maintain good public relations.
- Establish and maintain effective working relationships.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written instructions, policies and procedures.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.
- Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

And Education and Experience: High School diploma or GED required. Possession of Grade I Wastewater Operator certificate from SWRCB. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be two (2) years of increasingly responsible, related work experience such as would be done by a Grade I Treatment Plant

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.