

Don Bignell
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WASTEWATER PLANT LEAD OPERATOR

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Supervises the operation, and maintenance of a membrane activated sludge wastewater treatment plant and pumping stations. This position may supervise other employees in the areas of Lab, Operations, Lab, Maintenance, Sludge Disposal.

DISTINGUISHING FEATURES OF THE CLASS:

An employee of this classification: plans, assigns, leads and participates in the work necessary to operate and maintain the municipal wastewater treatment plant & lift stations. Employee inspects operations for conformance with established plant and laboratory procedures, reviews and interprets operating data, develops and performs preventative maintenance program, instructs and trains support staff as needed, orders supplies and equipment needed in plant maintenance.

SUPERVISION RECEIVED:

Will work under the general administrative supervision of the _____.

SUPERVISION EXERCISED:

Directs the operation and maintenance of the treatment plant. Helps to schedule work and sets procedures.

TYPICAL EXAMPLES OF WORK:

A. Operations

1. Process Control of treatment plant operations.
2. Task assignments & schedules to plant personnel
3. Helps establish standard operating procedures.
4. Helps set priorities of tasks that need to be done.
5. Helps train other operators.
6. Performs operations as needed.

B. Lift stations

1. May help to set schedules for daily check and routine maintenance.
2. May help train staff on operation of equipment.
3. May help set standard operation procedures.
4. Has experience in the operation and maintenance.

C. Maintenance

1. May help develop maintenance schedules & procedures
2. Trouble shoots problems with equipment.
3. May order parts and provides tools for staff to maintain equipment.
4. Assist with training of plant staff with equipment training.
5. Has experience in accomplishing maintenance & troubleshooting tasks.

D. Laboratory

1. Determines what test to run and schedules times testing is performed.
2. Sets process test and record requirements.
3. Helps define type of equipment and supplies needed in the lab.
4. Performs testing to meet permit and process requirements. Evaluates test results to determine direction needed.
5. Monthly reports to the Department of Environment Quality & the EPA

E. Sludge disposal

1. Develops sludge disposal programs
2. Sets standard operating procedures
3. Has thorough understanding of sludge digestion and disposal practices which includes biosolids best management practices.
4. Annual reports to DEQ
5. To haul biosolids as needed.

F. Grounds & Building maintenance

1. Performs routine ground and building maintenance.
2. Set schedules, orders supplies, and keeps track of work to be done.

G. Pretreatment Program

1. Inspects commercial kitchens for proper grease removal process.
2. Meets with maintenance personnel to insure harmful chemicals are not being discharge into the sewer system.

H. Collection System

1. Helps maintain and monitor all sewer lines to the wastewater treatment plant.
2. Helps schedule, prioritize, and assigns tasks that are required to maintain system.
3. Help reduce or eliminate problems resulting in blockages and sewer overflows.

H. Supervision

1. May help with budget preparation and presentation.
2. To help train fellow employees.
3. Attend meetings after normal work hours as needed.
4. Review of new standards & updates of process changes.

5. Employee interaction, motivation, & problem solving.
6. Scheduling of jobs
7. Ordering of supplies and equipment.
8. Reporting & recording of information.
9. Review of employee performance.

QUALIFICATIONS & STANDARDS

Knowledge:

- Possess considerable knowledge of the theory and principles governing the operation of an activated sludge wastewater treatment plant and wastewater lift stations.
- Considerable knowledge and skills of laboratory principles, practices, and techniques.
- Understanding the safety hazards and necessary precautions needed to insure a safe working environment.
- Ability to write reports and maintain necessary operating records.
- Knowledge of the NPDES permit requirements and how to meet those requirements.
- To understand the planning and communications needed for the job

Skills and Ability:

- a. Ability to work independently and have good decision making skills.
- b. Experience working with electrical and mechanical equipment.
- c. Good communication skills.
- d. Able to report & record data.
- e. Ability to follow oral and written instructions.
- f. To have training capabilities.
- g. Ability to motivate & discipline employees when needed.

Experience and Training:

- a. Possess a Class 3 Oregon Wastewater Operator Certification with 6 months of hiring.
- b. Possess a valid Oregon drivers License.
- c. 3 years experience in an activated sludge plant with experience in the lab, operations, or maintenance.

Physical Abilities:

- a. Ability to lift 0 to 75 lbs up to 4 ft. at intermittent periods. (manhole lids, cement mix, pumps, etc.)
- b. Use of hand and power tools.
- c. Pushing of various weights (wheelbarrows, lawn mowers, etc.
- d. Working safely in confined spaces such as manholes, wet wells, chlorine area and in the lab.
- e. Sitting for periods of time on moving equipment.
- f. Standing for lengthy periods of time.
- g. Gripping of power equipment.
- h. Use of the various senses
- i. Working with various chemicals in the lab and chemical feed building.
- j. Must be able to walk over uneven surfaces for distances up to 1.5 miles/day. Stand for a period of up to 8 hrs/day. Bend, stoop, climb stairs, and hear so as to communicate with fellow workers and listen for malfunctioning equipment and access situations quickly.

Mental Abilities:

Includes ability to read English and process large volumes of information; capable of using high school mathematics skills with algebraic concepts: To be self motivating, work as a team and capable of analytical thinking while in the lab and operations. Capable of following directions and use judgment that would follow the city policies. To understand organization behavior concepts, e.g. motivation, team building: Statistics : and interpersonal skills, e.g. capable of speaking to groups, effective interpersonal skills.

Environmental:

Able to work in conditions that include: varied lighting situations, exposure to outdoor environment - both inclement and non-inclement weather conditions: exposure to heat, cold, dampness, and humidity, varying land elevations, moving objects, irregular and/or extended hours, allergenic and chemical irritants.

Equipment:

Ability to drive motor vehicles and operate equipment as follows: Driving frequently to different locations under different kinds of traffic and weather conditions; To operate; automobile, , power generators, pumps, lab equipment, computer, calculators, copy machine, telephone. To be able to input, extract, retrieve, manipulate and access information in the PC computer.

CURRENT JOB DISCRPTION AS OF MARCH 2007

CITY OF LAKESIDE, OREGON

JOB DESCRIPTION

WASTEWATER SUPERINTENDENT MECHANIC

GENERAL STATEMENT OF DUTIES:

Helps to operate, maintain and monitor process, equipment, and facilities of an activated sludge plant with 2 pumping stations. To be a crew leader and fill in for Superintendent when absent.

DISTINGUISHING FEATURES OF THE CLASS:

An employee of this classification shall help direct other wastewater operators to help operate and maintain the treatment plant and pumping stations. This position troubleshoots problems and makes process control decisions.

SUPERVISION RECEIVED:

Will work under the direct supervision of the Mayor and Wastewater Commissioners with some direction from the plant superintendent, and will give guidance to all plant staff. This position may work alone for periods of time, and fill in for absent personnel.

SUPERVISION EXERCISED:

This position may work alone. Will be on call out list for emergencies. This person will help with guidance of wastewater staff & all part time help. This person will be acting in supervisors behalf when supervisor is not on site.

TYPICAL EXAMPLES OF WORK:

Operations

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- Reads meters & calculates pumping rates. Computer data entry.
 - Makes process changes to meet changing conditions in the treatment plant.
 - Checks equipment for proper operation.
 - Cleans equipment of obstructions.
 - Keeps equipment in good working order.
 - Keeps organized records on equipment, operations, lab, and correspondence.

Lift stations

- Reads meters & calculates pumping times

- Cleans stations as needed.
- Checks equipment for proper operation & performs preventative maintenance functions.
- Maintains equipment and keep required equipment data and records.

Maintenance

- Performs routine preventative maintenance.
- Lubes equipment.
- Makes minor repairs on equipment.

Laboratory

- Performs process and permit lab testing.
- Understands quality control and quality assurance.

Sludge disposal

- Haul Biosolids to application sites.
- 2. Requirement of CDL to operate sludge truck.
- 3. To understand EPA Biosolids regulations.

Grounds & Building maintenance

- Maintains lawns & landscaping
- Helps maintain exterior of buildings
- Control of weeds & brush

Pretreatment Program

- Performing routing inspections of commercial users.
- Informs public of the importance of not discharging grease and toxic substances into the city sewer.
- Training and updating on current information.

Collection System Program

- Assisting with cleaning of sewer lines.
- Assisting with Televising of sewer lines.
- Baiting of manholes.
- Dealing with sewer complaints
- Smoke Testing
- Flow monitoring

Supervisory functions

- Job Planning
- Crew leader
- Set up projects
- Develop work orders
- Employee evaluation, motivation, and consultation.
- Insures all safety requirements are met by the work crew when performing job tasks.

QUALIFICATIONS & STANDARDS

Knowledge:

Possess knowledge wastewater treatment & collection system, operations & maintenance. To understand basic chemistry, biology, and math that includes algebra. The understanding of public relations.

Skills and Ability:

- Ability to work independently and able to develop
- decision making skills.
- Experience working with electrical and mechanical equipment.
- Good communication skills.
- Able to report & record data.
- Ability to follow oral and written instructions.
- Troubleshooting capabilities for process control & maintenance of equipment.

Experience and Training:

- Possess a valid Oregon drivers license and a CDL.

- Experience and training in safety programs that may include Lockout/tagout, Hazard Communications, Bloodborne pathogens, etc.
- Mechanical repair experience with a variety equipment repair.

Physical Abilities:

- Ability to lift 0 to 90 lbs up to 4 ft. at intermittent periods. (manhole lids, cement mix, pumps, etc.)
- Use of hand and power tools.
- Pushing of various weights (wheelbarrows, lawn mowers, etc.)
- Working safely in confined spaces such as manholes, wet

wells, chlorine area and in the lab.

- Sitting for periods of time on moving equipment.
- Standing for lengthy periods of time.
- Gripping of power equipment.
- Use of the various senses
- Working with various chemicals in the lab and treatment plant.
- Must be able to walk over uneven surfaces for distances up to 1.5 miles/day.
- Stand for a period of up to 8 hrs/day. Bend, stoop, climb stairs, and hear so as to
- Communicate with fellow workers and listen for malfunctioning equipment and access situations quickly.

Mental Abilities:

Includes ability to read English and process large volumes of information; capable of using high school mathematics skills with algebraic concepts: To be self motivating, work as a team and capable of analytical thinking while in the lab and operations. Capable of acting for superintendent and using judgment that would follow supervisors intentions.

Environmental:

Able to work in conditions that include: varied lighting situations, exposure to outdoor environment - both inclement and non-inclement weather conditions: exposure to heat, cold, dampness, and humidity, varying land elevations, moving objects, irregular and/or extended hours, allergenic and chemical irritants.

Equipment:

Ability to drive motor vehicles and operate equipment as follows: Driving frequently to different locations under different kinds of traffic and weather conditions; To operate; automobile, sludge truck, riding lawn mower, power tools, power generators, pumps, lab equipment, computer, calculators.

Rev: March 23, 2007