JOB TITLE: **OPERATOR 1**
RANGE: **9**
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Essential Personnel

DEPARTMENT:	**SUPERVISED BY:**	**FLSA STATUS:**
Operations	Operations Supervisor	Non-Exempt

JOB SUMMARY:

The operation and maintenance of the Clark Regional Wastewater District (District) operated wastewater treatment plant(s) assures plant processes comply with local, state, and federal permits and protect the health and safety of District personnel, the public, and the environment. The Operator 1 position safely and reliably operates and controls a series of system processes and related equipment to transfer and/or treat wastewater at the wastewater treatment plant(s) and regional pump stations. Assignments also include performing and/or coordinating maintenance, repair, or adjustment of a variety of equipment within the plant and related work as required.

DISTINGUISHING FEATURES:

This is the first entry-level position in the Operator classification series. The main distinguishing feature between Operator positions is the level of Washington State Wastewater Treatment Plant Operator Group I, II, or III certification held, the years of direct experience in the field, and the understanding of process control and general maintenance of equipment. The position may make process control adjustments in accordance with standard operating procedures as indicated by laboratory sample results, process control information, and under the direction of fellow operators holding a more advanced certification. Non-routine or complex process changes are performed only under the direction of the Operations Supervisor, Wastewater Operations Manager, or designee.

MINIMUM QUALIFICATIONS:

Certifications and Licenses:

- Washington State Group I Wastewater Treatment Plant Operator's Certificate or ability to obtain certification within 12 months of date of hire.
- Valid state-issued driver's license with a good driving record.

Knowledge of:

- Federal, state, and local environmental regulations applicable to water quality standards associated with the effective operation and maintenance of an activated sludge wastewater treatment facility.
- Machinery, equipment, materials, and operating procedures of a modern wastewater treatment plant.
- Standard processes and chemicals used in testing and treating wastewater.
- Occupational hazards and safety precautions applicable to the work.
- Practices and process control methods commonly used in wastewater treatment facilities.

Ability to:

- Effectively and efficiently operate all plant equipment and conduct routine tests.
- Make accurate readings and keep operational records.
- Diagnose equipment malfunctions and perform routine maintenance tasks.

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- Comprehend and interpret complex technical data.
- Calculate algebraic equations for process control and related performance measures.
- Read and interpret engineered plans and specifications.
- Use a computer to utilize software including but not limited to SCADA, CMMS, and MS Office suite to enter data, review data, and generate reports.
- Monitor treatment plant processes and make routine adjustments to those processes to maintain continued compliance with related permits.
- Pass required safety training classes and apply those procedures and concepts to the work environment.
- Wear and properly use personal protective equipment and perform all work in a safe manner.
- Monitor and be aware of the working environment to ensure a secure and safe process for workers and the public.
- Understand and follow directions, effectively adjust to changing priorities, problem-solve, and multi-task.
- Establish and maintain effective working relationships with other employees.
- Effectively communicate both formally and informally, in person and in writing, with co-workers and the public.
- Maintain a professional and respectful working environment.
- Safely operate a motor vehicle.

EDUCATION & EXPERIENCE:

Any combination of education, training, and experience that provides the requisite knowledge, skill, and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- High school diploma or equivalent, and
- One to three years of experience operating a wastewater treatment plant or directly transferable equivalent experience.

WORKING CONDITIONS:

- May be subject to frequent standing, walking, sitting, climbing, balancing, stooping, kneeling, twisting, climbing stairs or ladders, or working in confined spaces.
- Work occurs indoors and outdoors in all weather conditions.
- Requires physical capability and mobility to navigate all types of surfaces and terrain.
- Occasionally lift up to 50 pounds.
- May operate heavy equipment.
- Potential exposure to high voltage electrical equipment, raw sewage, and/or odors or other hazardous atmospheres.
- May be assigned to work alone or with others.
- Work may be performed from ladders or scaffolding.
- Wearing and/or using personal protective equipment (PPE) will be required to perform or monitor certain tasks.

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- Required to work after regular business hours and in emergency or inclement weather conditions.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

Wastewater treatment plant and system operators have the skills, knowledge, and background to perform the following:

- Monitor and accurately record operating conditions, meters, and gauges.
- Collect, preserve, and test water and wastewater samples.
- Perform routine laboratory analysis and process control tests on water, wastewater, sludge, and biosolids.
- Accurately observe, calculate, and interpret results of laboratory analysis and process control testing to determine process adjustments, ensuring compliance with water quality standards and the NPDES permit.
- Accurately record, document, and report information in a variety of organizational platforms specific to treatment plant operations and maintenance and District business needs.
- Regularly inspect equipment and recognize performance changes.
- Add chemicals to maintain water chemistry within certain parameters.
- Operate, clean, inspect, adjust, install, repair, and perform preventive maintenance on equipment typical of a modern wastewater treatment facility including but not limited to pumps, valves, piping, distribution systems, preliminary and primary treatment equipment, clarifiers, blowers, disinfection equipment, secondary treatment equipment, digesters and appurtenances, and solids processing equipment.
- Follow safety standards.
- Maintain effective working relationships with plant staff, external vendors, regulatory agencies, other District departments, and the public.
- Follow District regulations, codes, policies, practices, and management directives.
- Demonstrate regular and reliable attendance.
- Other duties as assigned.

RELATIONSHIP WITH OTHERS:

The Operator 1 has regular in person, telephone, and email contact with other operators, the Operations Supervisor, the Wastewater Operations Manager, maintenance personnel, and occasionally District employees from other departments. The position may also interact with District customers and contractors/consultants working on behalf of the District and Alliance.

SUPERVISION:

Essential Personnel

DEPARTMENT:	**SUPERVISED BY:**	**FLSA STATUS:**
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Exercised: N/A

Received: The Operator 1 works under the guidance and direction of an Operator 2 or 3 or the Operations Supervisor. The position reports directly to the Operations Supervisor.

SPECIAL REQUIREMENTS:

- This position is designated as Essential Personnel and is required to report to work during emergency conditions and inclement weather events.
- Reside within 45 minutes reporting time to the District office or assigned reporting location within one year of the date of hire.
- Subject to perform on-call duties 24 hours a day, seven days a week.
- Required to work after normal working hours intermittently or on an emergency basis.
- Required to work the normal working hours as defined for the position and facility assigned, including weekend shifts.
- Maintain appropriate physical fitness to perform essential job functions.
- Final offer of employment is contingent upon successful completion of a pre-employment physical and a reference check.