

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Wastewater Operator I
Supervisor: Wastewater Supervisor	Department: Public Utilities
Wage Grade:	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: JR Pearson	Date: 1/22/2015
Reviewed By: Dan Winters/Don Lane	Date: 1/22/2015
HR Approval: Kelly Stiles	Date: 1/27/2015

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference/background check; job related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **01/2015**

What is the overall purpose and objective of this position (why does this position exist)?
Performs a variety of skilled, semi-skilled, and technical work in the construction, operation, repair, maintenance, and replacement of City wastewater collection and treatment systems.

Explain the level of supervision received: **This position receives limited supervision from the Wastewater Operator II and Wastewater Operator III, and direct supervision from the Wastewater Supervisor.**

Explain the level of supervision this position exercises: **None**

POSITION DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Participates in the installation, maintenance, operation, and repair of wastewater collection, treatment, and electrical systems.**
2. **Following training and competency demonstration, may be responsible for inspecting, servicing, preventative maintenance, and adjusting equipment to ensure effective operation of motors, pumps, boilers, blowers, chemical systems, and other equipment used in wastewater treatment plants.**
3. **Operates valves and gates; starts and stops pumps, engines and generators; and operates all other process equipment to control flow and treatment processes as may be required.**
4. **Monitors gauges, meters, and control devices; interprets and records readings; observes variations in operating conditions and test results to determine processing requirements.**
5. **Maintains records, diagnoses equipment and operations malfunctions, requisitions supplies, and reports malfunctions to obtain corrective action.**
6. **Collects samples and performs standard wastewater treatment tests and laboratory analysis as necessary, and applies corrective measures to treatment processes.**
7. **Completes routine assignments and may be required to do work normally assigned to lower-level classifications.**
8. **Provides utility line locates.**
9. **Responds to customer service needs as directed and maintains good communication with the public, state officials, and co-workers.**

10. **Keeps current on applicable rules, regulations, and monitoring and reporting requirements; makes recommendations with respect to utility policies and procedures.**
11. **Other related duties as assigned.**

Does this position have access to confidential information? **No.**

Does this position have access to or handle City funds? **Yes. Has limited access to City funds through the use of LPO's and MRO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? **Yes. Must be able to communicate verbally in group meetings or one on one.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High school graduation or equivalent.**
- **45 Continuing Education Units of ADEC approved training within four years of hire.**
- **Valid Alaska Commercial Driver's License Class B with Tanker endorsement is required within 6 months of hire.**
- **State of Alaska Wastewater Treatment and Wastewater Collection Provisional Certifications or ability to obtain this certification within one year of hire.**
- **State of Alaska Wastewater Treatment and Wastewater Collection Level 1 Certifications are required within 18 months of hire.**
- **State of Alaska Wastewater Treatment and Wastewater Collection Level 2 Certifications are required within five years of hire.**
- **State of Alaska Wastewater Treatment Level 3 Certification or ability to obtain this certification within eight years of hire.**
- **Other equivalent combination of education and experience that would provide the knowledge, skills, abilities, and certifications required will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Two years post-secondary education in science, engineering, or a closely related field.**
- **At least two years of experience relating to the operation, construction, repair, and/or maintenance of wastewater collection or treatment systems, including the operation of related maintenance equipment.**

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List the knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Ability to learn sewer pipe installation, connection, and repair.**
- **Ability to learn wastewater system operation and maintenance.**
- **Ability to obtain knowledge of Federal, State of Alaska, and City of Unalaska rules, regulations, and policies regarding wastewater system operations.**
- **Ability to operate all wastewater system equipment and conduct routine field and laboratory analysis of samples.**
- **Ability to make accurate readings and keep operational records.**
- **Ability to diagnose equipment malfunctions and take corrective action.**
- **Ability to interpret some chemical and biological analyses and make appropriate operational decisions.**
- **Have analytical skills needed to operate and maintain laboratory equipment, make chemical dilutions, and run various analyses required by the NPDES permit and for operational purposes, which include but may not be limited to BOD, TSS, pH, D.O., Settleable Solids, Total Solids, and Fecal Coliform.**
- **Ability to communicate effectively, verbally and in writing.**
- **Ability to establish and maintain effective working relationships with employees, other Departments, and the public.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Ability to develop a working knowledge of machinery, equipment, facilities, materials, methods, and procedures used in wastewater collection, and treatment systems; standard processes and chemicals used in testing and treating wastewater; and the occupational hazards and safety precautions applicable to the work.**
- **Ability to develop skill in operation of the following tools and equipment: Backhoe/loader, dozer, end dump, hand and power tools, mechanical and related tools, volt-ohm meter, and detection devices.**
- **Ability to develop skills to operate and maintain laboratory equipment such as D.O. meter, pH meter, ovens, incubators, spectrometer, fume hood, water purifier, etc.**
- **Working knowledge of computers in a Windows environment.**
- **Ability to operate a motor vehicle.**
- **Ability to operate a mobile radio, phone, copier, and fax machine.**

etc.)? **Yes. Occasional emergency or non-traditional work hours may be necessary. Frequently exposed to inclement weather. Obnoxious odors may be frequently encountered. Potential exposure to hazardous areas or situations, such as pathogens and dangerous gases.**

HISTORY SUMMARY

11-2004

Changed title from “Water/Wastewater Operator I” to “Wastewater Operator I” per current union contract. Included probationary period on page 1. Removed percentages from job duties. Included current drug testing language and certifications and licenses must remain current for duration of employment. Removed 24 hour on call language and put in current non-traditional work hour language. Added “notice” language. Other minor formatting and language changes.

1-2015

Updated license requirement from Wastewater Treatment Certification Level 1 to Wastewater Treatment Certification Level 2 with timelines to obtain the required certifications and education. The operator must also be qualified for Wastewater Treatment Certification Level 3 within 8 years of hire. For certifications, the job now requires minimum 45 CEUs approved by ADEC. Edited minimum and preferred qualifications for consistency. Added laboratory skills. CDL requirements were corrected to Class B with Tanker endorsement. Other minor formatting and language changes.