



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE WW OPS OPERATOR I (LEVEL 7)	
DEPARTMENT: WASTEWATER OPERATIONS	SUPERVISOR: WW OPS SUPERVISOR
FLSA STATUS: NON-EXEMPT	INCUMBENTS(S):
SII CODE: 1501	REVISION DATE: 2021-03-11
REPRESENTED BY: IUOE	REVIEW DATE: 2022-10-25

JOB SUMMARY:

Performs a variety of tasks at an entry level in the operation and maintenance of the District's two wastewater treatment facilities. Operate hand/power tools, equipment, and machinery to accomplish assigned duties such as, but not limited to; data collection, water quality monitoring/treatment and sampling, process control work, grounds/building maintenance, piping/valve/pump repairs, and other overall preventive and corrective maintenance duties within the facilities.

Work is generally performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Informs management of potentially hazardous conditions in all areas of responsibility.
- Accountable for the proper execution of procedures, to ensure efficient and reliable operation of all District equipment and processes.
- Appropriately document tasks performed.
- As assigned, trains in performing treatment plant preventative and corrective maintenance such as but not limited to; cleaning, scraping and painting machinery, equipment and facilities; Repairing or replacing valves, switches, motors and related equipment; while performing basic site maintenance and custodial duties as assigned.
- Familiar with SCADA systems, gauges, meters and control panels.
- As directed, learns proper techniques for collecting influent and effluent samples; under supervision assists with, conducts and records routine laboratory test results and reports finding.
- Notifies supervisor of any problems or safety hazards identified in the course of the work shift.
- Available for after hour emergencies.
- Requires shift, weekend and holiday work.
- Must be able to get to district boundary from residence in 30 minutes for on-call rotation.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

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EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Must submit proof of enrollment in a Wastewater Operator Certification Course prior to interview. Prior internship experience is desired.
- Must obtain within one (1) year, a valid Washington State "Group I" Wastewater Treatment Plant Operator certification.
- Must obtain within one (1) year from initial employment, any required certifications or licenses applicable to the utility; i.e., First Aid Training, Certified Flagging Safety, etc.

KNOWLEDGE SKILLS AND ABILITIES:

- Basic knowledge of activated sludge including the types and uses of processes and standard equipment used in the operation of a wastewater treatment plant.
- Requires some basic knowledge of electricity.
- Ability to maintain accurate records.
- Familiarity with as-built drawings.
- Familiarity with the types and uses of common hand tools, electrical and/or mechanical and standard equipment used in operation and maintenance work.
- General mechanical aptitude and ability to learn semi-skilled tasks without close supervision.
- Ability to assist with operation of plant equipment and pumps.
- Ability to learn and follow job procedures, rules and safety.
- Requires basic knowledge and understanding of wastewater related mathematics.
- Familiar with spreadsheet software for recording and analyzing data.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate good written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

SPECIAL REQUIREMENTS:

- Must have valid WA State Driver's license.
- Requires a Class A Commercial Drivers License (CDL) and additional endorsements (tanker and air brake) within eighteen (18) months of training start date.

WORK ENVIRONMENT:

- Work is generally performed in a plant environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is generally performed in an environment consisting of loud noises, biological agents, chemical hazards, and odors associated with wastewater treatment plants.
- Ability to work around confined space areas.
- Ability to perform manual tasks involving physical strength and endurance.

- Requires visual and hearing acuity and substantial manual dexterity.
- Ability to withstand exposure to variable weather conditions.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

- Equipment utilized includes laboratory equipment; miscellaneous hand and power operated tools and equipment associated with treatment plant maintenance and repair; vehicles including small and full size pick-up trucks, forklift, and standard office equipment including a computer.
- Personal Protective equipment (PPE's) shall be comprised of all PPE's associated with chemical, confined spaces, and atmospheric conditions common in the work place. Level of PPE protection will be determined by District and safety guidelines.
- Able to wear and use a respirator (tight fitting negative and positive pressure type).

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

	Frequency	Comments	
Sitting	O		
Standing	F		
Walking	F		
Driving	O		
Lifting: 50 lbs.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	O		
Handling/Grasping	F	Pinch Grasp 90%	Whole Hand Grasp 90%
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	C		
Hearing	C	Indoors 50%	Outdoors 50%
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

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

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.