



# CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> LEAD PLANT OPERATOR (WW)	<b>JOB #</b> 3017-WW	<b>AFFILIATION:</b> Affiliated (IUOE)
<b>REPORTS TO:</b> WASTEWATER/STORMWATER MANAGER OR DESIGNEE	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt

## **GENERAL SUMMARY:**

Under the direction of and/or absence of the Wastewater/Stormwater Manager or designee, directs co-workers, and assumes responsibility for accomplishing daily division objectives by operating and monitoring the wastewater treatment plant, and compost facility; implements and maintains the City's wastewater pretreatment program; provides customer service in harmony with previously established procedures, and routine daily practices. Although this position is primarily day shift, it is subject to working rotating shifts to include, weekends, and holidays as needed.

## **ESSENTIAL JOB FUNCTIONS:**

*Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Serves as the Wastewater/Stormwater Manager or Wastewater Maintenance Supervisor in his/her absence, as assigned.
- Assigns, schedules, and directs the performance and safety work activities of assigned personnel, including Plant Operators, Laboratory Technicians, Operators-in-Training, and Pretreatment Inspectors.
- Answers customer complaints and inquiries in a professional manner, and consistent with established policies and procedures.
- Ensures there is adequate coverage for wastewater treatment plant operators on PTO or other leave(s) as needed, and per established rotation, including covering shifts as required.
- Performs all functions of a Plant Operator including participating in the established rotation for working after hours standby if required by Division Manager.
- Conducts a variety of pretreatment tests and surveys; ensures compliance with City pretreatment program.
- Inspects, samples, permits, and provides technical support for City industrial users.

- Develops and maintains related pretreatment permits, records, and reports; operates a computer terminal and related software.
- Evaluates industrial users' pretreatment facilities construction plans, sampling results, and accidental spill prevention plan.
- Recommends non-compliance enforcement actions against industries violating pretreatment standards or Sewer Use Ordinances (SUO).
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

*Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.*

**Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- State and Federal treatment regulations and discharge requirements.
- State and Federal pre-treatment regulations and program requirements.
- Wastewater treatment plant operations.
- Compost operations.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Tools and equipment for operating a wastewater system (liftgates, hoists, pickup mounted snowplow, fork lift, Genie Lift, hot water pressure washer etc.).
- Applicable health and safety policy, procedures, and practices.

**Skills and Abilities to:**

- Learn, read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Assist with the training oversight and evaluation of performance of assigned staff.
- Assign, schedule, and direct co-workers in the daily activities of the division while performing normal operator duties.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Answer customer complaints and inquiries in a professional manner.
- Communicate effectively both orally and in writing; comprehend and use English effectively, including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Coordinate maintenance needs of the wastewater plant with the Division Manager, Maintenance Supervisor and staff.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

- High school diploma or GED.
- Three (3) years of experience in a Group III Wastewater Treatment Plant with one (1) year of experience in a lead or supervisory role.

**LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:**

- Valid driver's license.
- Washington State Wastewater Plant Operator Group III Certification.
- Washington Organic Recycling Council, Compost Facility Operator within one (1) year of hire date.

**COMPETENCIES:****Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

**WORKING CONDITIONS:**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Environment:**

- Work areas are both indoor and outdoor, which requires travel daily from site to site, and checking on wastewater facilities and equipment.
- The position involves work outdoors on a year round basis, and is subject to extreme weather conditions.
- Work may require emergency response to construction sites, which may be dirty and strewn with construction debris.
- Operator may work above or below the ground.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on a construction site.
- May be exposed to moving mechanical parts, equipment, and vehicles.
- Employees may interact with upset staff, and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

**Physical Demands:**


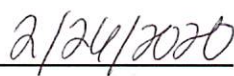

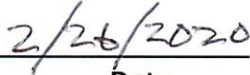

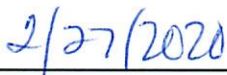
- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally entering confined spaces, such as underground vaults and reservoirs, as well as the ability to climb ladders and stairs.
- Operator must be able to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry, and pull materials and objects weighing up to 50 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping, and reaching.
- Good vision to read print, monitors, and computer screens.
- Ability to hear and speak to communicate in person and over the telephone.

**SELECTION GUIDELINES:**

*The duties listed above 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.*

*The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.*

**AUTHORIZATIONS: (For Archive)**

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date