



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***WPC Lead Plant Operator***

Department: Water Pollution Control      Reports to: Operations Supervisor      Pay Grade: H09  
Date Established: 3/2014      Date Revised: 12/2017      FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The WPC Lead Plant Operator monitors and operates the Water Pollution Control plant treatment equipment to ensure the plant effluent meets federal, state, and other applicable discharge and environmental permit standards. This class is differentiated from the WPC Senior Plant Operator class by the requirement for a Wastewater Treatment Level III License and the added responsibility to serve as a lead operator, directing and training other employees. The Lead Operator may operate the WPC plant alone on weekends and overnight shifts.

The job requires knowledge of the operation of wastewater treatment equipment and the collection, preparation and testing of wastewater samples. The job requires continuing education and training to maintain licensure and gain knowledge of changing procedures, technologies and requirements. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a wastewater treatment plant that may include exposure to hazardous chemicals and gasses, wastewater treatment equipment, noisy and/or loud equipment, working in adverse weather conditions and hazards involving the use of power tools and equipment which subjects the employee to mechanical and electrical hazards. The job requires operating Class A vehicles with a tanker trailer.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Operates the Water Pollution Control treatment plant to ensure the plant effluent meets federal, state, and other applicable discharge and environmental permit standards. Monitors and calibrates treatment equipment.

Monitors and adjusts treatment processes, collects and tests wastewater samples, collects and records operation, treatment, and sampling data.

Interprets sampling and data to adjust treatment equipment and processes to ensure compliance with effluent standards. Maintains operational, testing, and sampling records and logs.

Performs basic maintenance on plant treatment equipment and systems.

Performs all duties as the responsible Charge Operator on weekend and night shifts, as assigned.

Acts as Lead Operator, directing and training other Plant Operators.

Transports and applies biosolids.

Provides public education by conducting plant tours and at community events.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Methods, techniques, and objectives of operation of wastewater treatment equipment and related systems to meet federal, state, and other applicable discharge and environmental standards;
- Methods, techniques, and objectives of collecting, preparing and testing effluent samples;
- Methods, techniques, and objectives of equipment operation and calibration;
- Data collection and recording methods, techniques, and objectives;
- Employee supervision and training methods, techniques, and objectives;
- Basic equipment maintenance methods and techniques;
- Basic building trades including plumbing, carpentry, painting, and related skills;
- State, local, and other applicable building, safety, and health codes and regulations;
- Federal regulations and City policies regarding safe work practices relating to use of equipment and power tools;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Operate wastewater treatment equipment and systems to meet federal, state, and other applicable discharge and environmental standards;
- Maintain, monitor, and calibrate wastewater treatment equipment and systems;
- Collect and prepare effluent samples for laboratory testing;
- Collect and record treatment data;
- Adjust treatment equipment and systems to ensure compliance with permit requirements;
- Direct and train employees;
- Operate hand tools;
- Operate a motor vehicle, light equipment and a semi-truck with a tanker trailer;
- Operate a personal computer and other wastewater instrumentation;
- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain maintenance records, logs, and documentation;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR LICENSSES**

- High school diploma or GED; and
- Four (4) years post high school education in the science field is preferred;
- Four (4) years related experience at a Class III or higher wastewater treatment plant is required;
- Class III Wastewater Treatment License\*;
- Class A CDL with tanker endorsement\*;
- At least three years' experience in Plant Operations.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in confined spaces. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **\*Hiring Note:**

The WPC Lead Plant Operator position requires a Class A CDL with endorsements within six (6) months of hire. The position also requires a Class III Wastewater Treatment License within eighteen (18) months of hire date. Failure to acquire these certifications by the established date will violate the terms of the position and will result in layoff from the position.