



**WASTEWATER TREATMENT PLANT OPERATOR  
LEVEL I JOB DESCRIPTION**

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**Chairperson:** \_\_\_\_\_

**GENERAL PURPOSE:** Performs a variety of semi-skilled and skilled technical and maintenance work in the construction, operation, maintenance, repair and replacement of wastewater treatment equipment, facilities and systems.

**SUPERVISION:** Works under the general supervision of the Sacheen Lake Water and Sewer District Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Monitors the performance of all equipment gauges and charts in the water treatment plant station, recording statistical data concerning plant operations. Maintains, operates, repairs and replaces equipment as necessary. Charts lab test results for trend analysis and maintains accurate records of analyses and test results, evaluates data and writes reports as required.
- Inspects and/or repairs and maintains wastewater effluent equipment such as effluent wastewater pump, chlorine pump, valves, forest crop irrigation system.
- Inspects and/or repairs and maintains all other equipment and property pertaining to the sewer plant cell system and the irrigation systems including sewer plant grounds, fencing, gates, aerators, and valves and metering devices.
- Assists in maintaining wastewater quality by taking wastewater samples.
- Complies with all regulations and procedures established by the Department of Ecology that pertains to the District wastewater treatment system.
- Maintains a variety of records relating to wastewater sampling, wastewater treatment, influent and effluent wastewater, crop, chemicals used, maintenance activity and inspections.
- Determines the locations of wastewater lines, valves, grinder pumps prior to excavation.
- Responds to complaints regarding sewer alarms, sewer odors and wastewater leaks, evaluating the situation, troubleshooting the problem and making repairs as required. Contacts residents and businesses within the District where services will be discontinued or disrupted due to repairs to the system.
- Maintains a variety of records relating to inspections and maintenance activity.
- Ensures proper maintenance of equipment and tools by cleaning and checking after use.
- Assures plant is operating within required standards.
- Performs routine inspection and preventive maintenance on equipment and machinery in conformance with appropriate safety and security standards.
- Make wastewater service connections to mains, including line tapping, valve and control panel installation.
- Services wastewater pumps and pump control systems.
- Operates a variety of power construction and maintenance equipment used in the installation, repair and maintenance of the wastewater systems.
- Complies with all safety and environmental procedures and regulations as established by the District and Washington State Department of Ecology as well as Labor and Industries including but not limited to Lock Out Tag Out, Confined Space, and Chemical Handling & Disposal.



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**PERIPHERAL DUTIES:**

- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment.
- Operates light and medium duty construction and power equipment such as mechanized boom, backhoe/loader, brush-hog, lawn mower, impact hammer, concrete cutter, chainsaw, etc.
- Maintains the drawings and schematics of electrical and other systems in the wastewater treatment plants.
- Attends training as required by District

**DESIRED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- (A) Graduation from High School or GED Equivalent.
- (B) One (1) year of experience in water utility and/or wastewater treatment systems operation or installation.
- (C) Any equivalent combination of education and experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operations.
- Skilled in safe operation of some of the listed tools and equipment.
- Ability to perform process control calculations. . Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely and to communicate effectively verbally and in writing. '
- Ability to establish and maintain effective working relationship with other employees, District Commissioners and the public.
- Ability to understand and carry out written and oral instructions.

**SPECIAL REQUIREMENTS:**

- Valid Washington State Driver's License
- Have/obtain Washington State Wastewater Treatment Plant Operator I Certification within one (1) year of hire.
- Must live no more than 30 minutes from the District facilities for on-call purposes.

**TOOLS AND EQUIPMENT USED:**

- Motorized vehicles and equipment to include pick-up trucks, backhoe/loader, tamper, saws, pumps, compressor gauges, generators, common hand and power tools, shovels, wrenches, detection devices, , volt and ohm meter, amp meter, computer, calculator, mobile radio, cell phone, telephone and a variety of lab equipment.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to work with hand and power tools while standing, crouching and/or lying down and occasionally in awkward or uncomfortable positions.
- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and is frequently required to stand.
- The employee is also required to climb into and out of confined spaces.



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- The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.
- The employee regularly works in outside weather conditions and is frequently exposed to wet, cold and/or hot, humid conditions.
- The employee is frequently exposed to toxic, caustic or acidic chemicals.
- The employee must frequently lift and move up to 50lbs. and occasionally move up to 500 lbs. with the aid of mechanized equipment.

**SELECTION GUIDELINES:**

- Formal application, rating of education and experience, oral interview, and reference check
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
- CDL Drug Testing prior to employment with the District.

**POSITION INCLUDES:**

- Full-Time Status – 40 hours/week designated by supervisor
- On-Call for service and repairs
- Probation Classification – Six (6) Months

**SALARY:**

\$14 per Hour DOE