City of Bellingham
Classification Specification

CLASS TITLE	**Incinerator Operator I**
DEPARTMENT	**Public Works\Operations**
UNION:	**1937**
SG:	**113**
CS:	**Entry**
FLSA:	**Y**
EE04/SOC CODE:	**SC/51-8031**

NATURE OF WORK:

This classification acts as an incinerator operator and performs incinerator computer operations, process control, and troubleshooting functions to ensure proper operation of incinerators and auxiliary systems. Error or negligence in performance could result in equipment damage and violation of air and water quality standards.

DISTINGUISHING CHARACTERISTICS:

Incinerator Operator I is a fully qualified operator who has received an Incinerator Operator certificate on completion of training.

SUPERVISORY RELATIONSHIPS:

Reports to the Operations Supervisor - Wastewater Treatment. Receives assignments, work direction, and training from supervisory and lead personnel. Works under Washington State regulations for air quality as well as City, departmental, and plant policies, procedures. and safety rules. Provides training and instruction to other plant personnel or seasonal labor.

ESSENTIAL FUNCTIONS:

1. Monitors and controls a multiple hearth incinerator plant using computer terminals, inspections, incinerator controls, and other systems.

2. Operates multiple hearth incinerators for the disposal of sewage sludge and scum. Adjusts a variety of process variables such as oxygen content, hearth temperatures, feed rates, chemical feed, etc. to maximize burning efficiency and maintain process stability.

3. Performs operations duties required of assigned shift such as required for (1) polymer systems, (2) centrifuge, (3) scum removal, (4) ash removal, or (5) dewatering equipment belts.

4. Diagnoses process and equipment problems and takes corrective action or contacts appropriate personnel.

5. Performs a variety of handwritten, E-mail, and computer record keeping functions: logs and records, tabulates, computes, files, writes brief reports, etc.

ADDITIONAL WORK PERFORMED:

1. Performs routine building and equipment maintenance such as minor equipment lubrication, painting, equipment wash down, mopping floors, and other related duties.

2. Completes on-the-job training, education, and certification related assignments; and assists supervisors or other plant operators on projects and day-to-day activities.

3. Performs other duties and responsibilities as assigned.

KNOWLEDGE AND SKILLS:

- Ability to acquire a working knowledge of the technical standards and procedures required for the operation and maintenance of a multiple hearth incinerator.
- Ability to effectively use computerized and automated process control systems.
- Problem solving and decision making skills
- Ability to read and follow technical written and oral instructions.
- Ability to add, subtract, multiply, divide, and perform basic algebra.
- Ability to identify and resolve problems on a variety of mechanical and electrical equipment.
- Ability to maintain concentration while performing routine, repetitive tasks.
- Ability to communicate orally in English, to spell and write legibly on forms and other documents.
- Ability to work independently with minimal supervision in carrying out assigned tasks.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability and willingness to apply safe working procedures to handle toxic materials.
- Ability to operate a variety of hand and power tools and equipment.
- Willingness to work a flexible schedule involving shift rotation, call-back for relief shifts, overtime and emergency situations which may include evenings, weekends, or holidays.

Physical ability to perform essential functions:

- Correctable vision suitable for color comparisons, fine detail work and viewing computer monitors for extended periods of time.
- Hearing adequate for phone and radio communication in a noisy environment.
- Manual dexterity and eye/hand coordination suitable for computer use and operating tasks.
- Ability to both walk and sit for extended periods on shift.
- Ability to infrequently stoop, bend, climb ladders, work from heights and in confined spaces.
- Ability to lift and carry bulky, heavy objects of approximately 50 pounds. Heavier objects are lifted with mechanical or other assistance.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions in an industrial plant environment at the water and wastewater plants. The work is in a high risk environment which requires special safety precautions, i.e., working near heavy operating equipment, toxic or volatile chemicals, noxious gases, and with exposure to raw sewage. Employees may be required to wear protective clothing such as coveralls, rain gear, masks, boots, goggles, gloves, or shields, and use respirator and other equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Certification requires a high school education or the equivalent.
- Two years experience working in an industrial continuous process control environment (e.g. refinery operations, continuous 24/7 manufacturing plant or similar) or public works process control and operations experience (e.g. water/wastewater treatment facilities) required.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. A three year driving abstract must be submitted at time of hire.
- Must secure and maintain the following Washington State Certification during the length of employment:
  Department of Ecology Wastewater Treatment Plant Operator Group I within two years; certification as an Incinerator Operator upon completion of training.

NOTE: Substitutions for education and training requirements are available as outlined in Wastewater Certification - Washington Administrative Code 173.230,.061, 10/23/87.

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COMMISSION ADOPTION: November 9, 1994

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