City of Bellingham
Classification Specification

CLASS TITLE	**Plants Operator IV**
DEPARTMENT	**Public Works - Operations**
UNION:	**1937**
SG:	**116**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC CODE:	**SC/51-8031**

NATURE OF WORK:

The Plants Operator IV performs wastewater and water duties, computer console operations, process control, troubleshooting functions, minor maintenance to equipment, facilities and grounds to ensure proper operation of incinerators, advanced secondary wastewater treatment plant systems, water distribution, wastewater collection, and water treatment plant. Duties are performed on a rotating shift basis and include weekend, graveyard, swing shift, and after hours public works dispatch responsibilities. Error or negligence in performance could result in equipment damage, violation of air and water quality standards, and have serious consequences for the City's water supply and/or wastewater treatment system.

DISTINGUISHING CHARACTERISTICS:

The Plants Operator IV position acts as a lead worker and performs water and wastewater treatment operations, work scheduling, plant computer functions, training and technical resource services to assist in supervisory activities and ensure proper operation of the water treatment plant, water distribution, wastewater collection, and advanced secondary wastewater treatment plant systems. The Plants Operator IV may perform relief duties for the Plant Operator I, II, III or Incinerator Operator and serve as a shift operator-in-charge. Promotion to this classification is not automatic and vacancies will be filled through a competitive selection process.

SUPERVISORY RELATIONSHIPS:

Reports to the Chief Operator - Wastewater, for wastewater related functions and to the Chief Operator - Water Treatment, for water related functions. Receives assignments, work direction, and training from supervisory personnel. Works under the Washington State regulations and procedures for water and wastewater treatment plants as well as City, departmental and plant policies, procedures and safety rules. May provide training and instruction to plant personnel or seasonal extra help.

ESSENTIAL FUNCTIONS:

1. Assists the Chief Operator – Wastewater and the Chief Operator – Water Treatment in the preparation of work schedules and makes daily job assignments and arrangements for equipment and supplies.

2. Serves as a technical resource person regarding primary wastewater treatment, advanced secondary wastewater treatment, water filtration plant and other plant operations.
3. Monitors and controls operations on shift of the (1) water treatment plant; (2) water distribution system; (3) wastewater collection system; and (4) advanced secondary wastewater treatment plant using computer terminals. Responds to system operations, emergencies, and alarms by such methods as adjusting pumping rates, increasing production rates, backwashing filters, checking remote sites, or calling out help for assistance by phone or radio.
4. Uses a computer based supervisory control and data acquisition system for water and wastewater utilities. Duties include developing modifications to existing computer programs, back up and editing files, modifying graphic displays, generating reports, and system adjustments based upon operational trends.
5. Assists the Chief Operator – Wastewater and the Chief Operator – Water Treatment in the preparation and implementation of operational policies and procedures.
6. Plans, conducts, and evaluates training programs for water, wastewater and incineration systems to meet and keep up with State certifications, skill standards and other requirements.
7. Performs operational duties required of assigned shift such as (1) operating a variety of advanced secondary treatment plant systems including solids handling and incineration, air scrubbing, and other complex equipment; (2) visual inspection and operation of water filtration plant; (3) performing process control tests to optimize operations; (4) hooking up chlorine; (5) adjusting chemical and pumping feed rates and controls; (6) scum removal; (7) ash removal; (8) dewatering equipment belts; (9) water distribution reservoirs.
8. Performs preventative maintenance such as inspection; lubrications; checking tolerances and exercising pumps, motors and compressors. Inspects instrumentation, telemetering, chemical metering equipment, water and wastewater equipment. Diagnoses process and equipment problems and takes corrective action or contacts appropriate personnel.
9. Performs a variety of handwritten, email and computer record-keeping functions; logs and records, tabulates, computes, files, writes brief reports, etc. Responsible for shift change communications and reports.
10. Performs public works dispatch duties for all shifts such as receiving and responding to after-hours emergency calls for the Public Works Department. Assesses situation and contacts appropriate individuals for response and/or call out.
11. Regulates a variety of chemicals in the treatment process such as soda ash, alum, polymers, activated carbon, chlorine, sodium bisulfite, and sodium hydroxide.
12. Performs routine building and equipment maintenance such as minor equipment lubrication, painting, equipment wash down, mopping floors and other related duties.
13. Completes on-the-job training, education and certification-related assignments.
14. Assists supervisors or other plant operators on projects and day-to-day activities.
15. Fills in as solids handling/incinerator operator; performs start up, operation and monitoring functions of the plant incinerator and solids handling processes as needed.
16. Performs relief Operator shift duties and monitors and controls the (1) water treatment plant; 2) water distribution system; 3) wastewater treatment plant; 4) wastewater collection system; and 5) incinerator by computer system and manual checks.
17. Performs other duties and responsibilities as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Substantial knowledge of the technical standards and procedures required for the production and distribution of potable water, and the collection and treatment of wastewater, operation and maintenance of a multiple hearth incinerator.
- Knowledge of work scheduling procedures.
- Knowledge of basic training planning and teaching skills.
- Knowledge of safe handling techniques for toxic materials.
- Mechanical principles common to industrial plant settings;
- Computerized and automated water and wastewater process control systems;
- Basic mathematical principles and algebraic calculations.

Skill in:
- Monitoring multiple activities, interpreting operating data, prioritizing tasks, performing operations simultaneously, and conducting quality and other control checks;
- Inspecting parts, equipment, and machinery and performing preventative maintenance on water and wastewater treatment machinery and equipment;
- Assisting with the installation and maintenance of equipment involved in the water and wastewater facilities and pump stations.
- Interpreting lab data and making adjustments to primary, advanced secondary, solids handling, water treatment process control and other complex processes;
- Identifying and resolving problems on a variety of mechanical and electrical equipment;
- Communicating with the general public calmly and effectively in high stress situations;
- Establishing and maintaining effective working relationships with diverse groups including employees, personnel from other City departments and the general public;
- Safely handling toxic materials.

Ability to:
- Work independently with minimal supervision in carrying out assigned tasks;
- Make minor repairs to pumps and plant equipment;
- Work well with others as part of a team and to follow written and oral instructions.
- Perform basic math and reading comprehension.
- Follow established safety rules and regulations, and be able to independently recognize hazards at the work site.
- Communicate orally in English, to spell and write legibly on forms, log books and other documents;
- Maintain concentration while performing routine, repetitive tasks;
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation;
- Maintain consistent and punctual attendance;
- Physical ability to perform the essential functions of the job including:
    - Correctable vision suitable for color comparisons, fine detail work and viewing computer monitors for extended periods of time.
    - Adequate hearing for phone and radio communication in an extremely 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 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.
    - Ability to use respirator and self-contained breathing apparatus.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all weather conditions in an industrial plant environment at the water and wastewater plants, pump stations and other facilities of water distribution and sewage collection system. Work is performed in an atmosphere that may include loud noises for prolonged periods, fumes, wet and slippery surfaces and the need to climb ladders or move in restricted spaces as circumstances require. Employees are required to use appropriate safety equipment, wear protective clothing and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or GED required upon entry.
- Associates in applied science degree in process technology, instrumentation and control technology, water supply technology, wastewater technology or related field; OR Associates of science degree or bachelor's degree in science, engineering or mathematics preferred.
- Department of Ecology Solid Waste Incinerator Operator Certification.
- Department of Health Waterworks Operator Level III certification.
- Department of Ecology Wastewater Operator Group III certification.

- Must obtain within 36 months of hire or promotion, and maintain during length of employment, the following Washington State Certifications:
  - Department of Health Waterworks Operator Level IV certification.
  - Department of Ecology Wastewater Operator Group IV certification.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three year driving abstract must be submitted at time of hire.
- 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.
- Employment contingent upon passing a criminal convictions and local background check.
- Failure to secure and maintain necessary certifications within the established time limits will result in dismissal.

NOTE: Washington certification substitutions for education and training requirements are available as outlined in Water Certification – Washington Administrative Code 246-292-060, January 29, 2001; Waterworks Operator Certification Program Guideline, October 2008; Certification of Operators of Wastewater Treatment Plants – Washington Administrative Code 173-230-061, December 1, 1999.

PREPARED BY:
R. Johnson
A. Sullivan

REVIEWED BY:
Ted Carlson
Director, Public Works

Eric Johnston
Assistant Director,
Public Works

REVISED BY:

COMMISSION ADOPTION: August 8, 2018