City of Bellingham
Classification Specification

CLASS TITLE	**Plants Operator In Training, Plants Operator I, II, & III**
DEPARTMENT	**Public Works - Operations**
UNION:	**1937**
SG:	**109/111/113/114**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC CODE:	**SC/51-8031**

NATURE OF WORK:

This series performs progressively responsible 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 in Training is an entry-level position designed to provide the training and experience necessary to progress through the higher classifications until eventually becoming a fully qualified Plant Operator III. The Plants Operator in Training is distinguished from the Plant Operator I by experience and certification level. The Plants Operator in Training is assigned progressively more responsible duties as the incumbent gains more knowledge and experience. This position requires advancement in job knowledge and State certifications at specified intervals. Advancement to Plant Operator I occurs in a non-competitive promotion when a Plants Operator in Training has met the State certification requirements and obtained the required certification for the Plant Operator I position.

The Plants Operator I position is a licensed treatment plant operator who has obtained Washington State Department of Health (DOH) Waterworks Operator Level I certification, Department of Ecology (DOE) Wastewater Operator Group I certification, and DOE Solid Waste Incinerator Operator certification. The Plants Operator I is distinguished from Plant Operator II by experience and certification level. Advancement to Plant Operator II occurs in a non-competitive promotion when a Plants Operator I has satisfactorily met the State certification requirements and obtained the required certification for the Plant Operator II position.

The Plants Operator II position is a licensed treatment plant operator who has obtained Washington State Department of Health (DOH) Waterworks Operator Level II certification, Department of Ecology (DOE) Wastewater Operator Group II certification, and DOE Solid Waste Incinerator Operator certification. The Plants Operator II is distinguished from the fully qualified Plant Operator III position by certification level and the latter's responsibility as shift operator in charge of the plants. Advancement to Plant Operator III occurs in a non-competitive promotion when a Plants Operator II has satisfactorily met the State certification requirements and obtained the required certification for the Plant Operator III position.

The Plants Operator III position is a licensed treatment plant operator has obtained Washington State DOH Waterworks Operator Level III certification, DOE Wastewater Operator Group III certification, and DOE Solid Waste Incinerator Operator certification. The Plants Operator III is distinguished from the Plant Operator IV position by both certification level and the latter's emphasis upon leadership and assistance in supervision, breadth of skills for water, wastewater, and incineration, and responsibility as a technical resource person. Advancement to Plant Operator IV series occurs through a competitive recruitment process.

SUPERVISORY RELATIONSHIPS:

Reports to the Operations Supervisor - Wastewater for wastewater related functions and to the Chief Operator - Water Treatment for water related functions. Receives assignments, work direction, and training from supervisory and lead 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 - Plants Operator in Training, Plants Operator I, II, III:

1. 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.
2. 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 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.
3. Performs preventative maintenance such as inspection; lubrication; 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.
4. Performs a variety of handwritten, e-mail, and computer record-keeping functions: logs and records, tabulates, computes, files, writes brief reports, etc. Responsible for shift change communications and reports.
5. 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.
6. Regulates a variety of chemicals in the treatment process such as soda ash, alum, polymers, activated carbon, chlorine, sodium bisulfite, and sodium hydroxide.

ADDITIONAL WORK PERFORMED - ALL:

1. Performs routine building and equipment maintenance such as equipment lubrication, painting, equipment wash down, mopping floors and other related duties.
2. Completes on-the-job training, education and certification related assignments.
3. Assists supervisors or other plant operators on projects and day-to-day activities.
4. Fills in as incinerator operator; performing startup, operation and monitoring functions of the plant incinerator and solids handling processes as needed.
5. 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
6. 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 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.
  - 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:

Plants Operator in Training

- High school diploma or GED required upon entry.
- One year of experience or related training using hand and power tools and motorized equipment to perform manual labor 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 is preferred.
- Department of Ecology certification as an Incinerator Operator obtained within 1 year from date of hire.

Must advance to Plant Operator I within two years of hire as a Plant Operator in Training.

Plants Operator I

- Department of Ecology Solid Waste Incinerator Operator certification.
- Department of Ecology Wastewater Operator Group I certification.
- Department of Health Waterworks Operator Level I certification
- Must advance to Plant Operator II within three years of promotion or hire as a Plant Operator I.

Plants Operator II

- Department of Ecology Solid Waste Incinerator Operator certification.
- Department of Ecology Wastewater Operator Group II certification.
- Department of Health Waterworks Operator Level II certification.
- Must advance to Plants Operator III within six years of promotion or hire as a Plants Operator II.

Plants Operator III

- Department of Ecology Solid Waste Incinerator Operator certification.
- Department of Ecology Wastewater Operator Group III certification.
- Department of Health Waterworks Operator Level III certification.

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.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidate considered for hire must submit an abstract of his/her driving records for the past three years.
- 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.
- Must secure and maintain the required certifications to progress in the classification series within established time limits. Failure to secure and maintain required certifications will result in dismissal.

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