

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Wastewater Operator I
Supervisor: W/WW Supervisor	Department: Utilities
Wage Grade: <i>Union</i>	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302

DEPARTMENT REVIEW

Submitted By: <i>Clint Heeling</i>	Date: <i>11/13/04</i>
Reviewed By: <i>Richard S. Paul</i>	Date:
HR Approval: <i>Kim Hughes</i>	Date: <i>11-17-04</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference/background check; job related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **11-2004**

What is the overall purpose and objective of this position (why does this position exist)? **Performs a variety of unskilled and semi-skilled work in the construction, operation, repair, maintenance, and replacement of City wastewater collection and treatment systems.**

DPU Wastewater Operator I JD

11/8/2004

Page 1 of 6

Explain the level of supervision received: **This position receives limited supervision from the Wastewater Operator III with the Water Wastewater Supervisor having full supervisory authority for all Water and Wastewater employees.**

Explain the level of supervision this position exercises: **None**

POSITION DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Participates in the installation, maintenance, operation, and repair of wastewater collection, treatment and electrical systems.**
2. **Following training and competency demonstration, may be responsible for inspecting, servicing, preventative maintenance, and adjusting equipment to ensure effective operation of motors, pumps, boilers, blowers, chemical systems and other equipment used in wastewater treatment plants.**
3. **Operates valves and gates; starts and stops pumps, engines and generators; and operates all other process equipment to control flow and treatment processes as may be required.**
4. **Monitors gauges, meters, and control devices; interprets and records readings; observes variations in operating conditions and test results to determine processing requirements.**
5. **Maintains records, diagnoses equipment and operations malfunctions, requisitions supplies, and reports mal-functions to obtain corrective action.**
6. **Collects samples and performs standard wastewater treatment tests or analysis as necessary, and applies corrective measures to treatment processes.**
7. **Completes routine assignments and may be required to do work normally assigned to lower-level classifications.**
8. **Provides utility line locates.**
9. **Responds to customer service needs as directed and maintains good communication with the public, state officials, and co-workers.**

10. **Keeps current on applicable rules, regulations, and monitoring and reporting requirements; makes recommendations with respect to utility policies and procedures.**

11. **Other related duties as assigned.**

Does this position have access to confidential information? **No.**

Does this position have access to or handle City funds? **Yes. Has limited access to City funds through the use of LPO's and MRO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? **Yes, must be able to communicate verbally in group meetings or one on one.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High school graduation or equivalent.**
- **A valid Alaska Commercial Driver's License Class A with X endorsement.**
- **State of Alaska Level 1 Wastewater Treatment Certification.**
- **State of Alaska Level 1 Wastewater Collection Certification.**
- **Two years of experience relating to the operation, construction, repair and/or maintenance of wastewater collection or treatment systems, including the operation of related maintenance equipment.**
- **Other equivalent combination of education and experience, which would provide the knowledge, skills, abilities and certifications required will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **More than two years of experience relating to the operation, construction, repair and/or maintenance of wastewater collection or treatment systems, including the operation of related maintenance equipment.**

List the knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Knowledge of sewer pipe installation, connection and repair.**

DPU Wastewater Operator I JD

11/8/2004

Page 3 of 6

- Knowledge of wastewater system operation and maintenance.
- General knowledge of federal, State of Alaska, and City of Unalaska rules, regulations and policies regarding wastewater system operations.
- Ability to operate all wastewater system equipment and conduct routine tests of samples.
- Ability to make accurate readings and keep operational records.
- Ability to diagnose equipment malfunctions and take corrective action.
- Ability to interpret some chemical and biological analyses.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- Working knowledge of machinery, equipment, facilities, materials, methods and procedures used in wastewater collection, and treatment systems; standard processes and chemicals used in testing and treating wastewater; and the occupational hazards and safety precautions applicable to the work.
- Backhoe/loader, hand and power tools, mechanical and related tools, volt-ohm meter, and detection devices.
- Working knowledge of computers in a Windows environment.
- Ability to operate a motor vehicle.
- Ability to operate a mobile radio, phone, copy and fax machine.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input type="radio"/>	Bilingual	<input type="radio"/>
Analytical Ability	<input type="radio"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position, which make these factors important:

Discussing jobs with co-workers. Working with and learning from coworkers. Working with and maintaining control equipment.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? **Valid Alaska CDL Class A with X endorsement. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and**

DPU Wastewater Operator I JD

11/8/2004

Page 4 of 6

alcohol tests on a random basis without advance notice. State of Alaska Level I Wastewater Treatment and Wastewater Collection Certification.

NOTICE

If selected for hire and a CDL holder, appointment in this position will be conditional based upon the submission of a current (dated within 30 days from date requested) copy of the applicants Alaska Commercial Driver's License (CDL) and current copy of his/her Department of Motor vehicle driving record, Including a driving record from previous states if the Alaskan Driver's license was first issued within one year prior to application, documenting an acceptable driving history.

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position?

Ability to maintain medical examiners certificate as required by DOT. Will be required to successfully participate in various job related training. Will be required to successfully participate in various work related training. All required certifications and licenses must remain current for the duration of employment.

WORKING CONDITIONS

Are there particular working conditions associated with this position, which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? **Yes. Occasional emergency or non-traditional work hours may be necessary. Frequently exposed to inclement weather. May be exposed to potentially dangerous areas or situations.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities, which require physical demands checked.

1. Strength

a. Standing		50% of time	Checking O&M Equipment
Walking		45% of time	Inspections and Job follow-up
Sitting		5% of time	Office Work
b. Lifting	x	125 lbs.	Moving pumps, tools and equipment
Carrying	x	125 lbs.	Moving pumps, tools and equipment
Pushing	x	250 lbs.	Moving pumps, tools and equipment
Pulling	x	250 lbs.	Moving pumps, tools and equipment

2. Climbing	x	O&M of equipment
Balancing	x	O&M of equipment
3. Reaching	x	O&M of equipment
Handling	x	O&M of equipment
4. Stooping	x	O&M of equipment
Kneeling	x	O&M of equipment
Crouching	x	O&M of equipment
Crawling	x	O&M of equipment
5. Speaking	x	Radio communication
Hearing	x	Change in operation status, alarms
6. Seeing	x	Driving, O&M of equipment
Depth Perception	x	Working around moving equipment and in confined spaces
Color Vision	x	Warning lights on panel
7. Smell	x	Warning of potentially deadly gas, Process control

HISTORY SUMMARY

11-2004 Changed title from "Water/Wastewater Operator I" to "Wastewater Operator I" per current union contract. Included probationary period on page 1. Removed percentages from job duties. Included current drug testing language and certifications and licenses must remain current for duration of employment. Removed 24 hour on call language and put in current non-traditional work hour language. Added "notice" language. Other minor formatting and language changes.