



City of Kingman, Arizona

Classification: Wastewater Treatment Plant Operator IV

Department: Public Works

Accountable To: Wastewater Superintendent

Created/Revised Date: August 2015

FLSA Status: Non-Exempt **Salary Grade:** 213 **Band:** C **EEO4:** 7

GENERAL DESCRIPTION OF POSITION

Performs a variety of skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment and reclaimed water facilities and provides oversight of assigned plant(s).

The primary function of an employee in this class is to perform skilled operations and maintenance duties in a wastewater treatment facility, including monitoring, operating, maintaining, and adjusting equipment. This is the advanced journey, fully competent, expert level position within the Wastewater Treatment Plan Operator Series. Employees in this classification perform the full range of responsibilities in the operation and maintenance of a wastewater treatment facility and are responsible for the overall operation and maintenance of assigned facility(ies). Additionally, an employee in this class performs and oversees the data collection and reporting functions to ensure and uphold compliance with City, County and State water quality requirements. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, and as assigned performing supervising activities and plant oversight. Employees are expected to regularly participate in continuing learning and obtaining additional certifications towards maintaining and enhancing their Level IV certification. This position may be required to work varied shifts throughout the year including nights, weekends and holidays and must be able to work overtime and standby as required.

SUPERVISION RECEIVED

Works under the supervision of the Wastewater Superintendent.

SUPERVISION EXERCISED

Supervises Wastewater Treatment Plan Operator I's, II's, and III's, Laboratory Analysts, temporary employees, community service workers, and DOC inmate workers as directed, or as assigned by supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Supervises, leads and coordinates activities of operations and maintenance personnel involved with assigned Wastewater Treatment Plant facility(ies).
- In consultation and direction of Wastewater Superintendent, determines work procedures, prepares work schedules and determines methods for expediting workflow; Assigns, reviews and approves the work of staff; Provides performance feedback and communicates corrective action needs to assigned employees and Superintendent; Maintains leave schedule to ensure appropriate coverage and assists in identifying overtime needs; Ensures consistent interpretation and application of laws, rules, policies and procedures and compliance with ADEQ requirements and practices.
- Plans, schedules and oversees major maintenance and preventative maintenance of all equipment related to the treatment facility for the prevention of equipment failure and process upset.
- Operates, maintains, monitors, and adjusts all wastewater plant process equipment, including pumps, motors,

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gauges, charts, meters, aerators, blowers, chlorinators, chemical feeds, sludge equipment and the SCADA system to ensure treated water meets City, County, and State quality standards and assures that the plants operate within required standards as set by State and Federal Statutes.

- Performs daily rounds at the plant by visually checking facilities, equipment, machinery, chemical levels and related systems to ensure proper operation and to detect equipment failures, potential leaks, or other problem situations.
- Monitors off-site wells and reclaimed distribution systems, including operating equipment by reading chemical and flow levels; inspects equipment, identifies equipment problems, may make minor repairs and adjustments.
- Operates valves, gates and pumps to adjust water flows and chemical injection rates; performs routine maintenance work on valves, feeders, and related equipment as required.
- Monitors and adjusts flows through wells, pumps, reservoirs and meters to control the distribution system and system pressure; logs readings into computer database and spreadsheets.
- Recognizes the need for and makes treatment and operational changes to the wastewater processes and distribution systems to meet water quality standards; shuts down and starts plant as necessary.
- Monitors operation of disinfection process equipment.
- Reads and interprets meters, gauges, and instruments; enters daily readings into computer databases and/or spreadsheets. Records statistical data concerning plant operations.
- Performs general site maintenance activities; cleans out basins, clarifiers, channels, reservoirs, filters, and cleans plant process and building and areas.
- Maintains, operates, repairs and replaces equipment as necessary;
- Operates, identifies, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
- Helps organize contracted sludge hauling activities.
- Assists with maintenance, repair, and overhaul of equipment and machinery.
- Performs building and facility maintenance and custodial tasks.
- Prepares and maintains work records, including work orders, maintenance and repair logs, water pressure records, flow records, vehicle inspection forms, daily work logs, compliance reports, and other documentation.
- May perform sampling and laboratory testing duties which may include: Collecting samples and identifying concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, State and Federal requirements; Gathering and testing wastewater samples for plant efficiency reports as required. Maintains reclaimed water standards.
- Inspects, tests and evaluates incoming supplies, materials and equipment related to wastewater treatment.
- Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety.
- Performs all work duties and activities in accordance with ADEQ, Federal, State, local and City laws, regulations, ordinances, policies and procedures.
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, State and Federal requirements; Gathers and tests wastewater samples for plant efficiency reports as required. Maintains reclaimed water standards.
- Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter, SCADA and other wastewater/reclaimed water quality monitoring equipment.
- Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Unloads and stores hazardous chemicals, batches and mixes hazardous chemical solutions, and transfers bulk storage to day tanks for chemical feed operations;
- Monitors inventory levels of equipment chemicals and supplies; estimates usage; prepares cost estimates; orders and purchases required supplies and materials.
- Performs work in confined spaces; performs necessary precautions to entering confined spaces with potential hazardous atmospheres; use air quality monitors and ventilators and all appropriate PPE's.
- Adheres to proper use and disposal of hazardous materials in accordance with established guidelines.
- As assigned, may provide lead supervision and training to assigned personnel; assign tasks and projects to plant operations staff; train staff in appropriate methods and techniques.
- As assigned, may participate in establishing schedules and methods for providing maintenance and repair services; identifying resource needs; reviewing needs with appropriate supervisory and/or management staff; allocating resources accordingly.
- As assigned, may purchase assigned equipment and supplies for assigned work area utilizing the City's procurement procedures.
- Performs all duties in conformance to appropriate safety and security standards.

- Maintain detailed and comprehensive records related to wastewater treatment plant operations, repair and maintenance activities.
- Assists in training others.
- Works with a variety of vendors, outside contractors, consultants, and the general public on wastewater activities; answers questions and resolves conflicts.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays or weekends, be on-call, be on stand-by, and respond to emergency call-outs as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and immediately reports unsafe activity and conditions to supervisor(s).

PERIPHERAL DUTIES:

- May serve on various employee or other committees as assigned.
- Maintains the drawings and schematics of electrical and other systems in the wastewater treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the wastewater treatment/reclaimed plant.
- Performs related duties as assigned.
- Performs special assignments as requested.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

- Graduation from high school or GED equivalent, and 4 years qualifying experience, including 1 year of operational experience as a Grade IV certified wastewater treatment plant operator; or
- Two (2) years post-secondary education in a related technical field and 2 years qualifying experience, including 1 year of operational experience in an industrial or treatment plant environment as a Grade IV certified wastewater treatment plant operator; or
- A bachelor's degree in a qualifying discipline and 1 year experience as a certified Grade IV wastewater treatment plant operator.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge:

Considerable knowledge of equipment, facilities, materials, methods and procedures used in wastewater/reclaimed treatment plant maintenance and operation activities; Operation of mechanical and electrical equipment such as pumps, blowers, and controls used in a wastewater treatment plants; Federal, State and local laws, regulations and procedures regarding the proper methods and techniques of wastewater treatment plant operations and systems; Principles of lead supervision and training; Procedures to safely enter and perform required duties in confined spaces; Hazardous and biological materials identification and proper disposal methods; Occupational hazards related Federal and State OSHA regulations, and standard safety precautions; Wastewater treatment plant emergency operations procedures; Proper use and disposal of hazardous materials in accordance with established guidelines.

Skills:

Skill in the care and operation of assigned equipment; Manual dexterity and vision sufficient to operate computerized monitoring systems; Preparing and maintaining clear, concise and accurate records and reports; Using computers and job-related software applications; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Working in a team environment; Providing customer service; and Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; Read and interpret schematics, blueprints and diagrams.

Abilities:

Ability to: Oversee a plant operation and supervise and guide staff effectively; Perform process control calculations; Read meters and charts and maintain accurate logs and records; Coordinate and organize work activities; Communicate effectively verbally and in writing; Establish and maintain effective working relationships with employees, coworkers, supervisor, other departments and the public; Understand and carry out written and oral instructions; Identify maintenance needs and mechanical problems and correct or refer for repair; Review needs of operation and assign tasks/special projects to staff appropriately; Effectively lead and train others; Follow and maintain safety standards, and identify safety problems; Promote and adhere to safe work practices; Carry out assigned projects to their completion; Use appropriate tact and consideration in dealing with customer complaints and questions; Adapt to changing work priorities; Work independently, and as a team, to complete daily activities according to work schedule; and Use equipment and tools properly and safely; Perform in adverse weather conditions and exposure to toxins associated with wastewater; Wear OSHA required personal protective equipment including respirators.

SPECIAL REQUIREMENTS

- Valid Arizona Driver's license
- Possession of current Arizona Certification as a Wastewater Treatment Plant Operator Grade IV or comparable certification is possessed from another State, incumbent should possess ability to obtain Arizona WWTPO Grade IV certification within one (1) year of hiring date to position.
- Pursue continuing education, training, certifications and experience to support, maintain and enhance the possession of Wastewater Treatment Plant Operator IV.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____