

CITY OF HELENA



Position Title: Wastewater Plant Op - Trainee **Department:** PW-Wastewater Plant
Position #: 12204 **Grade:** 130/132
EEO Category: (08) Service Maintenance **FLSA:** Non-exempt
EEO Function: (12) Utilities/Transportation **Work Comp Code:** 9410

DEFINITION

Under supervision to perform a variety of duties involved in the operations, process, control, minor maintenance, and sludge dewatering at the wastewater treatment plant facility.

Wastewater Treatment Plant Operator In-Training--This is the entry class in the Wastewater Treatment Plant Operator series for employees who do not possess certification. Employees in this class are expected to pass an ABC 1, 2 or 3 operators certification exam for the State of Montana to obtain a Wastewater Plant Operator Certificate. Once the employee passes one of these exams the employee becomes eligible for the class of Wastewater Treatment Plant Operator In Training (Certified)

Wastewater Treatment Plant Operator In-Training (Certified)--This is the entry class in the Wastewater Treatment Plant Operator series for employees who have passed the certification exam mentioned above but do not possess full certification due to minimal work experience. Employees in the class are expected to obtain work experience to become eligible to become a Wastewater Treatment Plant Operator I.

SUPERVISION RECEIVED

Supervised by the Wastewater Treatment Plant Supervisor

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operate all equipment within the complex secondary wastewater facility involved in a variety of duties including but not limited to rag and grit collection and removal, primary clarifiers operation and maintenance, secondary pump station, bioreactors basin operation and maintenance, secondary clarifier operation and maintenance, ultra violet disinfection operation and maintenance, two-stage anaerobic digester operation and maintenance, gravity belt thickener operation, belt filter press operation and maintenance, stand-by engine generator operation, sludge pumping operation and maintenance, flow measurement, MPDES required sampling, sampling equipment maintenance, non-potable water pump station operation and maintenance, and receiving stream monitoring.

Perform and process a variety of quality control tests including microscopic examination, turbidity, sludge volume index, sludge blanket measurement, pH, temperature, dissolved oxygen, and settleometer tests.

Perform lab testing and analysis including tests of escherichia coliforms, volatile suspended solids, total solids, total suspended solids, biochemical oxygen demand, volatile acids, ammonia, total nitrogen, settleometer, and microexaminations.

Assist in routine, preventive, and emergency maintenance on mechanical equipment, basin maintenance and plant instrumentation.

Participate in the Industrial Pretreatment Program operations.

Perform manual labor and plant cleanup daily.

Assist in preparation of accurate daily operation records; perform mathematical computations related to plant control, and ability to learn about and manipulate the plant SCADA system.

Adjust operational parameters to maintain plant performance in accordance with plant objectives determined by the Wastewater Treatment Plant Supervisor.

Maintain effective written and oral communication and working relationships with superiors, supervisors, employees, and other personnel involved in City's operations.

Participate in the administration and preparation of the annual budget.

Maintain a harmonious working relationship with co-workers.

Participate in the organization and conduction of Process Control and Safety meetings.

Provide plant tours and information to the general public.

Respond to alarm conditions.

Assist sewer maintenance crew as needed.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Care, maintenance, and repair of mechanical equipment including pumps, valves, and electric motors.

Tools and equipment used in maintenance and repair work.

Basic principles of record keeping.

Basic mathematical principles.

Safe driving principles and practices.

Skill to:

Learn to operate and maintain treatment plant equipment and facilities.

Operate a motor vehicle safely.

Perform manual labor for extended periods of time in all types of weather.

Ability to:

Learn operational characteristics of specialized wastewater treatment equipment and disposal systems.

Learn to read meters and gauges correctly.

Learn materials, methods, and practices used in the operation of wastewater treatment facilities and equipment.

Learn policies and operating routines of the wastewater treatment facilities.

Learn the fundamentals of laboratory analysis, interpretation, and calculations.

Learn occupational hazards and standard safety precautions necessary in wastewater treatment plant operations.

Learn pertinent Federal, State, and local laws, codes, and regulations.

Learn to make independent technical decisions to maintain proper treatment process.

Learn to diagnose operating problems and take effective courses of action.

Make routine repairs and adjustments to motors, pumps and other equipment.

Prepare and maintain accurate and complete records.

Perform accurate mathematical calculations.

Act quickly and competently.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work on-call, stand-by, shift work, weekends and emergency call out.

Physical Demands/ Work Environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 lbs., , and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

This position requires a minimum of a high school graduation or equivalent; at least one year of experience operating one or more of the following: hydraulic pumps, valves, gas powered engines, motors and/or mechanical equipment; and the license or Certificate requirements below. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of, or ability to obtain within twelve months of hire, an appropriate, valid commercial driver's license with tanker endorsement, if position requires sludge hauling for disposal.

Must pass an ABC 1, 2 or 3 Wastewater Plant Operator Certificate issued by the State of Montana within twelve months of hire.

Special Requirements:

May be subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.