

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Chief Wastewater Facilities Operator</b>
<b>Class Code Number</b>	<b>5145</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>August 2018</b>

### General Statement of Duties

Supervises the operating and maintenance duties in the wastewater treatment plant and lift stations; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee and operate wastewater treatment and collection systems within the City and Borough of Sitka. The work is performed under the direct supervision of the Environmental Superintendent but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. In the absence of the Environmental Superintendent an employee in this class will assume responsibility for the assigned duties of the Environmental Superintendent. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The principal duties of this class are performed in wastewater treatment plant and in an outdoor environment that may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes and supervises the operations and activities of wastewater treatment and collection systems within the City and Borough;
- Oversees the application of safety procedures within wastewater treatment and promotes a safe work environment to all personnel;
- Maintains compliance with all EPA and ADEC regulations regarding the microbiological analysis of public waters and related wastewater analyses;
- Monitors the Quality Control/Quality Assurance program;
- Maintains detailed and accurate records of all wastewater treatment operations and makes recommendations for policy changes and or adoptions based on field observations of wastewater personnel;
- Coordinates Household Hazardous Waste events;
- Coordinates the organization of the Biological Monitoring program;
- orders all supplies used in Wastewater and Micro lab procedures and maintains a current inventory at all times;

- Provides information to the public and inquiring parties as to water and wastewater treatment procedures and provides tours of related facilities;
- Completes employee performance evaluations;
- Performs microbiological analysis of treated and untreated drinking water;
- Performs membrane filtration procedures for total and fecal coliforms on untreated and treated water and performs confirmation of these organism as necessary;
- Performs heterotrophic plate procedure on pools, spas and drinking water;
- Coordinates sampling and analysis of water, wastewater, landfill leachates with contract laboratories;
- Operates all equipment used in wastewater treatment and collection systems, including pumps, rotating drum screens, grit separators, clarifiers, belt filter presses, blowers, chlorination and related chemical treatments, control systems, high pressure vacuum cleaners, and computer equipment;
- Performs microbiological analysis of treated and untreated water from outside agencies as requested;
- Performs microbiological analysis for fecal coliforms in and around the mixing zone, requiring the use of the boat from the Harbor Department;
- Performs water quality analysis of Wastewater Treatment Plant Receiving Waters, including analysis for salinity, PH, temperature, turbidity and secchi disk in the initial zone of discharge;
- Performs analysis of BOD, COD, TSS, D.O., temperature, pH and settleable solids on Wastewater Treatment Plant influent and effluent;
- Directs and/or participates in the maintenance and repair of all equipment used in wastewater treatment and collection systems;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water and wastewater treatment and collection systems and operational maintenance and repair;
- Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;
- Thorough knowledge of the operation of tools used in water and wastewater treatment and collection systems;
- Skill in the operation of tools and machinery used in sludge and water treatment;
- Ability to read and interpret operational procedures, electronic schematics, chemical and gas formulas and warnings, blueprints and plans;
- Ability to remain on call;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED, preferably supplemented by an Associate's Degree in water and wastewater operations; and
- Extensive experience in wastewater treatment and processes and water and wastewater laboratory analysis; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of, or ability to obtain within 6 months, a commercial driver's license issued by the State of Alaska;
- Possession of, or ability to obtain State of Alaska level I Wastewater and Water Certifications within 1 year.
- Possession of, or ability to obtain a State of Alaska level II Wastewater Treatment and level 1 Wastewater Collections and Water Distribution Certifications within two (2) years of employment.
- Higher level certifications required in subsequent years.
- Yearly participation in an EPA/ADEC sponsored Quality Assurance/Quality Control studies for microbiology and laboratory analysis.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to operate water pollution control facility controls;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate controllers and tools used in the installation, maintenance and repair of pumps and discharge systems;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb, enter and exit confined spaces, manipulate equipment and adhere to safety protocols in the inspection of facilities and maintenance of projects and equipment.

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