



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

WASTEWATER PLANT OPERATOR – LEAD

COMMUNITY DEVELOPMENT DEPARTMENT

FLSA Status:	Non-Exempt
Divisions:	Public Works
Union Representation:	Represented

CLASS SUMMARY: The Wastewater Treatment Plant Lead Operator works under the direction of the Public Works Division Manager to supervise the activities of the Wastewater Treatment Plant as the Direct Responsible Charge. The employee plans and arranges work, within the framework of the Division Managers' programs and processes and provides direction of day-to-day activities for Wastewater Plant Operator II and Wastewater Plant Operator I positions, including determining, as required by Oregon Administrative Rules, what functions each operator may perform.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Acts as the Direct Responsible Charge (DRC) for City's Wastewater Treatment Facility.
2. Has substantial knowledge of the City's NPDES Permit and related regulatory obligations and works with the Public Works Division Manager to ensure compliance with all Federal, State, and local regulations.
3. Verifies accuracy and completeness of Discharge Monitoring Reports and submits through the EPA's NetDMR using the Public Works Division Managers approved procedures.
4. Assists in completing and submitting required reporting, including but not limited to, Biosolids Removal Annual Report, and Annual Recycled Water Use Report. Assists in providing information for TMDL reporting and annual Inflow/Infiltration Reporting.
5. Performs laboratory analysis tests in accordance with the Plant's QA/QC Manual, Standard Method latest edition, and EPA approved procedures, such as biochemical oxygen demand, suspended solids, fecal coliform, pH, dissolved oxygen, chlorine residual, and turbidity and maintenance of lab and monitoring equipment. Proficient in the use of Hach Spectrometer devices, and integrated Chlorometers, Turbidimeters, and flow meters.
6. Performs a variety of tasks in the operation, repair, and maintenance of the City's wastewater treatment facility, including significant troubleshooting, followed by corrective measures in collaboration with other Plant Staff, contractors, outside technicians, and consultants.

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7. Performs process control work involving Plant Level water-balance control, interpretation of laboratory results, regulation of chemical feed rates, verification of proper system operation such as Bray Valves, filter feed rates, Sequence Batch Reactor performance, Lagoon Performance, UV Disinfection systems, pumps, valves, motors, level transducers, low voltage integration wires, PLCs, and SCADA control systems to achieve maximum performance at optimum cost.
8. Provides extensive in-person Cattle Ranch field irrigation of recycled water using best practices in accordance with agronomic application rates during the summer months. Works with City Partner Coleman Ranch to execute the Recycled Water Use Plan in a safe, reliable manner.
9. Perform general landscaping, building upkeep, and maintenance of effluent irrigation system, inspect and repair treatment facility manholes and vaults, maintenance of other related machinery, and pump station maintenance.
10. Maintains other treatment facility records and reports, checklists, and standard operating procedures, in accordance with the Public Works Division Managers' document revision control system.
11. Keeps updated on new procedures and practices in the industry.
12. Researches situations and provides recommendations to the Public Works Division Manager. Plans jobs, prepares material purchases, and works with outside vendors to conduct City Business. Creates, finds and updates work orders and purchase orders in City Systems as required to conduct and document City business under the direction of the Public Works Division Manager.
13. Assists the Public Works Division Manager in compiling the wastewater facilities annual budget needs and performs duties within the budgets and timeframes specified.
14. Performs other related duties as required or directed.

REQUIRED AND PREFERRED QUALIFICATIONS:

1. Thorough knowledge of wastewater technology and wastewater treatment facilities and OSHA safety regulation as pertaining to sewage systems, specifically Sequence Batch Reactors.
2. Two-year degree in wastewater technology or equivalent is preferred.
3. Basic courses in chemistry, algebra, electricity, biology and microbiology is preferred.
4. At least one year of supervisory experience is preferred.
5. At least a grade 3 Certification in Wastewater Treatment or out of state equivalent with ability to obtain reciprocity from the State of Oregon is required.
6. A valid driver's license is required.

EXPERIENCE AND TRAINING: A minimum of 3 years of experience in wastewater treatment plant operations, and intensive knowledge of wastewater treatment facilities operation and maintenance is required. Must exercise sound judgment, problem solving, in-depth analysis of facts and circumstances related to wastewater issues, and determine remedial action within the limits of standard operating procedures. Comprehensive use and understanding of personal computers, SCADA, and other equipment and related software applications.

REQUIRED SKILLS:

