



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

WASTEWATER TREATMENT PLANT OPERATOR – LEAD

PUBLIC WORKS DEPARTMENT

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

Class Summary

Under the direction of the Water Quality Superintendent, where standard practices enable the employee to proceed alone on regular duties. The employee plans and arranges own work, referring only questionable cases to supervisor. Provides direction on day to day activities of Wastewater Plant Operator II, Wastewater Plant Operator I, and temporary employees. Some training and direction provided by Water Quality Superintendent. Wastewater Plant Operator – Lead is not authorized to initiate or implement any type of disciplinary action or authorized to approve overtime, discretionary time off, and any other right of management.

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) Performs a variety of tasks in the operation, repair, and maintenance of the City's wastewater treatment facility.
- 2) Performs laboratory analysis tests such as biochemical oxygen demand, suspended solids, fecal coliform, pH, dissolved oxygen, chlorine residual, and turbidity and maintenance of lab equipment.
- 3) Performs process control work involving the interpretation of lab analysis information to regulate chemical fee rates and achieve maximum performance at optimum cost.
- 4) Frequently inspect dissolved air floatation unit and filtration units.
- 5) 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.
- 6) Maintains computerized and manual record keeping systems and prepares monthly reports for DEQ.

- 7) Maintains other treatment facility records and reports including daily log of events and monthly report to the Operation Supervisor.
- 8) Keeps updated on new procedures and practices in the industry.
- 9) Researches situations and provides recommendations to the Water Quality Superintendent. 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 Water Quality Superintendent.
- 10) Assists the Water Quality Superintendent in compiling the wastewater facilities annual budget needs. Responsible for results in terms of cost, methods and personnel.
- 11) Responsible for renewal of the National Pollution Discharge Elimination System permit, updates to the Biosolids Management Plan, and the Recycled Water Use Plan as needed.
- 12) Acts as the Direct Responsible Charge (DRC) for City's Wastewater Treatment Facility.
- 13) Performs other related duties as required or directed.

Qualifications

REQUIRED

- Thorough knowledge of wastewater technology and wastewater treatment facilities and OSHA safety regulation as pertaining to sewage systems.
- Minimum Grade 2 Certification in Wastewater Treatment, must obtain Grade 3 Certification within 1-year of hire.
- At least 3 years of experience as a Wastewater Operator.
- Valid Oregon driver's license.

PREFERRED

- Two-year degree in wastewater technology or equivalent
- Basic courses in chemistry, algebra, electricity, biology and microbiology desired.
- One-year supervisory capacity desired.

Knowledge Required

There are diversified duties involving an intensive knowledge of wastewater treatment facilities operation and maintenance. Requires the use of judgment and the analysis of the facts and circumstances surrounding individual problems and determining actions to be taken within the limits of standard operating procedures. Comprehensive use and understanding of personal computers, SCADA, and other equipment and related software applications.

Skills Required

- Ability to apply theories of hydraulics and electricity to diagnose problems and make repairs.
- Ability to use tools to complete carpentry, plumbing, and mechanical projects.

- Ability to record operations and laboratory data and interpret process control trends.
- Ability to promote positive public relations, and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

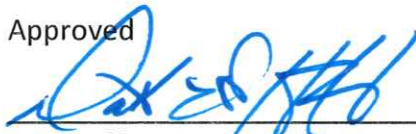
OR

- Any combination of education, training, experience, and certification that tends to show qualification for the role.

Work Environment

May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals (such as chlorine gas and hydrochloric acid), heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infectious waste, and high voltage equipment requiring the use of safety devices and precautions. Possible exposure to explosive mixtures or toxic gas. Errors may be serious, involving such items as loss or delay of public services, equipment damage, downgrades in water quality or wastewater treatment quality and could affect public health. Accidental spills or leakage of hazardous chemicals could cause injury to employee and plant effluent problems which would be violations of DEQ regulations.

Approved



Dan Huff, City Manager

12-19-24

Date