

WASTEWATER OPERATIONS LEADWORKER

JOB PURPOSE AND SUMMARY

Directs and supervises Wastewater Operators in the completion of a variety of highly skilled technical operation and maintenance work for the Wastewater Treatment facility. Prioritizes, assigns, coordinates, monitors, and evaluates work; provides technical assistance; resolves work and personnel problems; makes recommendations to the Wastewater Operations Manager regarding performance evaluations, discipline, training, major job reassignments, and recruitment selection; contributes to annual planning and in decision making in the coordination of operations activities; assists in establishing and monitoring department base line budget.

The Wastewater Operations Manager reviews the incumbent's work under general supervision. The manager makes assignments by defining objectives, priorities and deadlines and assists the incumbent with unusual situation or problems that do not have clear precedent. The incumbent plans and carries out the work independently and is expected to resolve problems in accordance with instructions, policies, and accepted practice.

CLASSIFICATION DISTINCTIONS

This is the lead position in the Wastewater Operator job family. It is distinguished from Wastewater Operator I, II, and III classifications by the leadwork performed and by the supervisory responsibility for wastewater operations duties and staff. Incumbents at this level must obtain a Washington Group III Sewage Treatment Plant Operator's Certificate; however, a Washington Group IV Sewage Treatment Plant Operator's Certificate is preferred.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Supervises and evaluates personnel and projects. Prioritizes, assigns, coordinates, monitors, and evaluates work.
- Provides technical assistance and trouble-shooting to employees as necessary. Establishes schedules for operations or process functions to insure maximum service at lowest cost.
- Contacts the Maintenance Leadworker if there are items in need of maintenance that are beyond the Operations Leadworker's capabilities. Assists with maintenance activities.
- Instructs staff in and ensures ongoing compliance with safety practices in the performance of work activities.
- Completes various reports and records regarding equipment used and the work accomplished, including process control trend charts – tracking flow vs. incoming BOD, data input, etc.

Clark County, Washington

- Attends meetings and conferences related to wastewater operations issues, serves as representative to the division on related matters.
- Stays abreast of latest technologies, trends, and practices.
- Operates, maintains and repairs equipment commonly found in a Class III or IV wastewater treatment plant such as pumps, preliminary and primary treatment systems, clarifiers, blowers, disinfection equipment, valves, piping and distribution systems, secondary treatment systems and solids processing equipment.
- Collects and preserves samples following established procedures and performs routine laboratory analysis and process control tests on wastewater, sludge and biosolids such as: BOD, TSS, DO, pH, volatile acids, alkalinity, settability, microbiological examination and identification, and others as required to monitor and maintain water quality standards.
- Accurately observes, calculates and interprets results of laboratory and process control tests and takes corrective action to ensure compliance with established water quality standards and the NPDES permit. Interprets and takes action to correct or improve affected processes.
- Prepares and maintains accurate records and performs complex calculations using a computer.
- Accurately reads and records information from various gauges and meters associated with the treatment plant.
- Uses a complex computer system to operate plant equipment from remote locations.
- Monitors, troubleshoots and diagnoses equipment for proper operation and malfunctions. Takes remedial and corrective action when appropriate and uses a computer to initiate and track work orders. Use computer to initiate work orders.
- Maintains effective working relationships with plant staff, outside vendors, regulatory agencies, other County departments and the public.
- Performs routine maintenance on plant equipment using and operating a variety of shop equipment. Assists the maintenance staff with preventative and corrective maintenance as assigned.
- Performs general housekeeping duties and grounds maintenance.
- Performs related duties assigned.

QUALIFICATIONS

- Possession of a State of Washington Group III Sewage Treatment Plant Operator's Certificate from the Department of Ecology at time of application. (*NOTE: Equivalent certificate from a State having reciprocity with the State of Washington is acceptable. Six months will be granted to obtain reciprocity certificate.*) State of Washington Group IV Sewage Treatment Plant Operator's Certificate from the Department of Ecology is preferred.
- Four to six (4-6) years of operational experience in a modern wastewater treatment plant is required. (*NOTE: Up to 1.5 years of applicable formal education or training may be substituted for one year of experience.*) Supervisory or leadworker is desirable.
- Must possess a valid driver's license at time of appointment.
- High school diploma or equivalent (G.E.D.) with demonstrated proficiency in reading, writing, and mathematics.
- Associate of Science in Wastewater Technology, or related field is desirable.

Knowledge of: Federal, State and Local environmental regulations applicable to water quality standards associated with the effective operation and maintenance of an activated sludge wastewater treatment facility; supervisory and motivational techniques; machinery, equipment, materials, and operating procedures of a modern wastewater treatment plant; standard processes and chemicals used in testing and treating wastewater; occupational hazards and safety precautions applicable to the work; practices and process control methods commonly used in wastewater treatment facilities.

Ability to: lead the work of staff involved in wastewater treatment operations; establish and maintain effective working relationships; effectively and efficiently operate all plant equipment and conduct routine tests; make accurate readings and keep operational records; diagnose equipment malfunction and take corrective action; perform routine maintenance tasks; instruct and provide technical guidance to less experienced co-workers; establish and maintain effective working relationships with other employees; detect and correct defects in assigned equipment; comprehend and interpret complex technical data; use a computer to generate reports, calculate algebraic equations for process control and related performance measures; follow written and oral instructions; effectively communicate both formally and informally with others; operate a motor vehicle; wear and properly use Personal Protective Equipment and perform all work in a safe manner.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Employees in this category work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions. This includes working in and around raw sewage, in small, and often awkward positions. Work may be performed from ladders or scaffolding and possibly in hazardous atmospheres. Phone contact with vendors or the public may be required on a regular basis. Employees are subject to shift work, may work alone, and will be subject to perform on-call duties 24 hours a day, seven days a week.

Physical demands include but are not limited to standing, crouching, climbing stairs and ladders, reaching, twisting, repetitive motion and lifting. Employees may be required to use a respirator and/or Self Contained Breathing Apparatus.

Revised: 02/2010
Office Use: 11/2001