

CITY OF SELAH – Job Description



WASTEWATER TREATMENT PLANT OPERATOR

Department: Public Works

Classifications: Full Time; Permanent; Non-Union; Non-Exempt

Benefits: Full benefits package, state retirement, paid time off

Annual Salary Range: \$4,100 - \$5,921/month (DOQ and Certification Level)

Location: Selah Public Works, 222 S. Rushmore Road, Selah, WA 98942

Overview

Repair, maintain and troubleshoot a variety of electrical motors, pumps and gas equipment, gasoline engines, electronic control systems, and hydraulic equipment. Perform a variety of semi-skilled and skilled maintenance and repair work, utilizing welding, fabricating, mechanical and electrical skills. Perform daily operations tasks as needed or directed.

Required Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Current Operator's License preferred. If not certified, Applicant will be required to be certified by the Department of Ecology as a WWTP Class II operator within three years of employment.
- Must be able to maintain certification
- Possession of valid Washington State Driver's License, and insurable driving record, required
- First Aid/CPR, preferred
- Forklift Certification, preferred
- Must be able to successfully pass a background check

Essential Job Functions

All of the following are to be performed while adhering to City of Selah operational policies, safety rules, and procedures.

This position requires regular and consistent attendance to accomplish the following essential functions:

- Operate the Wastewater Facility and associated equipment to meet the mission of the division; track sludge inventory for facility performance; sample and test solids and balance solids mass; trouble shoot process controls; maintain plant equipment, buildings, and grounds in a clean and orderly condition; perform necessary minor repairs and assist with major repair work; manage the biosolids drying process
- Perform laboratory functions; collect samples and perform required laboratory test; prepare reagents as needed
- Perform equipment and facilities maintenance including but not limited to building repairs, painting pipes and buildings, landscaping, mowing, tree trimming, and maintaining sprinklers and general grounds; assist plant mechanic in trouble shooting, maintenance, and repair of plant equipment and facilities; perform janitorial duties at all buildings.
- Monitor treatment plant and lift station equipment for proper operation and maintain/repair equipment as needed; read and understand maintenance manuals, diagrams, and blueprints; troubleshoot equipment as required to ensure operation according to manufacturer's specification; maintain accurate records of routine checks on equipment including work performed and resulting condition

- Determine need for spare parts and new equipment; research new equipment and determine desired equipment specifications; perform price/quality comparisons and purchase equipment; install mechanical and electrical equipment
- Daily operations at the facility; assist Lab Tech as needed; perform on call/call outs as rotation requires; maintain public relations; attend weekly safety meetings
- Perform repair and maintenance work on irrigation, buildings, grounds, and associated systems; resolve problems of high-water level, power outages, lift stations failures, pumps and motor failures
- Other duties may be assigned.

Necessary Knowledge, Skills, and Abilities:

- Thorough knowledge of electrical motors; Considerable knowledge of pumps, hydraulics, and welding; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

Salary and Benefits: The City provides a generous benefits packages including medical, dental, and vision insurance. Ample vacation, sick leave, and holiday pay. Washington PERS Contributions.

Supplemental Information Requested: Cover letter outlining your professional experience and providing a narrative explanation of how you meet the qualifications. Professional resume including a minimum of three (3) professional references that can be contacted. Must submit to a background check.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to wet and/or humid conditions and fumes or airborne particles. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals, pathogenic substances, blood borne pathogens, extreme heat, risk of electrical shock, and vibration. The employee may work in confined spaces

Tools and Equipment Used: Motor vehicles, power and hand tools, voltage meters, amp meters, RPM meters, mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance; personal computer, calculator, phone; mobile. This is a representative sample – not to imply a complete listing of equipment and tools used.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and be in a stationary position. The employee is regularly required to move about uneven ground outside and position self at different levels to work on equipment. The employee is frequently required to use aforementioned tools and equipment. The employee must be able to effectively communicate accurate information. The employee is occasionally required to smell.

The employee must regularly move and/or transport up to 25 pounds and occasionally move and/or transport more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The City of Selah is an EEO employer and works in a drug free environment.

By signing below, you agree that you can perform the duties outlined in the job description.

Employee Signature _____ Date _____