



EMPLOYMENT OPPORTUNITY

WASTEWATER TREATMENT PLANT OPERATOR LEAD

Department: Public Works

Salary Range: \$65,964 to \$85,248/year, plus excellent benefits

To Apply: Online at www.stanwoodwa.org
(Application can also be downloaded from website)

Closes: Friday, February 26, 2021

Position Summary: Leads a crew that performs semi-skilled, skilled and complex tasks in the maintenance and operations of the City's Wastewater System. Responsible for planning, organization and direction of the Wastewater Treatment Plant operation. Performs complex, troubleshooting, installation, repair and maintenance work of the Wastewater Utility Division, requiring the application of considerable knowledge of wastewater systems and processes.

Examples of Job Duties:

1. Leads Wastewater Division crew to ensure that work is done properly and safely, including providing directions, instructions, and training crew members, as well as reviewing their work.
2. Performs all levels of operation, process changes and required laboratory testing to ensure quality control meets all state and federal wastewater quality standards; Performs back-up field work or support as needed.
3. Assists the Public Works Director and/or designee in assigning tasks to the Wastewater Division crew, assigns work activities, projects and programs. Monitors work flow.
4. Assists the Public Works Director and/or designee in estimating time, material, equipment, and personnel needed to perform assigned work of crew.
5. Develops and implements schedules for Wastewater Division crew to perform routine inspection and schedule preventative maintenance on assigned equipment and provides back-up work as needed.
6. Operates, inspects, maintains and/or repairs treatment plant equipment, lift stations, receiving stations and collection lines at frequent intervals to ensure that all aspects of the system are functioning properly as needed.
7. Prepares, maintains, and updates charts, files, maps, reports, and other records related to assigned duties and presents reports and other correspondence as needed.
8. Coordinates with other Public Works divisions and equipment/material suppliers to ensure completion of projects/tasks efficiently and on time.

9. Approves purchases of any material or equipment needed to carry out the duties of the Wastewater Division and makes purchases as needed.
10. Assists in the development, and is responsible for the administration of the Wastewater Treatment Plant operating and capital budgets.
11. Responsible for work zone safety, including signage, trenching, confined space permitting, etc.
12. Subject to approval, and consistent with current policy and other agreements, develops, plans, and implements division goals, objectives and work standards; recommends and administers adopted policies, procedures and agreements.
13. Coordinates department activities with other departments and outside agencies and organizations; provides assistance to the Public Works Director and other supervisors, as necessary.
14. Works with the Public Works Director and/or designee to correct deficiencies, set performance goals, and develop training and career development plans to ensure the Wastewater Division crew acquire and maintain proper certifications.
15. Responds to and resolves citizen inquiries and complaints in a timely and effective manner, explains findings to supervisor.

Minimum Qualifications:

- Graduation from high school or GED equivalent;
- Three (3) or more years' experience in the field of public works/utilities maintenance, with specialized technical training or coursework in wastewater treatment or utilities facility management;
- At least one (1) year as a Wastewater Operator III; or
- Any equivalent combination of education and experience.

Special Requirements:

- Previous utility experience;
- Valid Washington State Driver's License, CDL certification with tanker endorsement and a clean driving record;
- Wastewater Operator III certification;
- Flagger and confined space entry certification;
- CPR/First-Aid certificates;
- Proven ability to lead and direct work crews; and
- Ability to reach Stanwood within forty (40) minutes of call-out.

The City of Stanwood is an Equal Opportunity Employer
and values diversity at all levels of its workforce