



CITY OF STANWOOD POSITION DESCRIPTION

Title: Wastewater Treatment Plant Operator Lead

Department: Public Works

FLSA Status: Non-Exempt

Union Status: Represented

GENERAL PURPOSE

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.

SUPERVISION RECEIVED

Works under the immediate supervision of the Public Works Director and/or designee.

SUPERVISION GIVEN

Assists with assigning tasking, training, overseeing, as well as reviewing and coordinating the work of Wastewater Division crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

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.

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.

Assists the Public Works Director and/or designee in estimating time, material, equipment, and personnel needed to perform assigned work of crew.



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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.

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.

Prepares, maintains, and updates charts, files, maps, reports, and other records related to assigned duties and presents reports and other correspondence as needed.

Coordinates with other Public Works divisions and equipment/material suppliers to ensure completion of projects/tasks efficiently and on time.

Approves purchases of any material or equipment needed to carry out the duties of the Wastewater Division and makes purchases as needed.

Assists in the development, and is responsible for the administration of the Wastewater Treatment Plant operating and capital budgets.

Responsible for work zone safety, including signage, trenching, confined space permitting, etc.

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.

Coordinates department activities with other departments and outside agencies and organizations; provides assistance to the Public Works Director and other supervisors, as necessary.

Directs, continuously evaluates, oversees and participates in the development of the department work plan.

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.

Responds to and resolves citizen inquiries and complaints in a timely and effective manner, explains findings to supervisor.



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Directs, continuously evaluates, oversees and participates in the development of the departmental work plan.

Other such duties as may be assigned by the Public Works Director or authorized designee.

QUALIFICATIONS

Education and Experience:

- 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 or a related field;
- At least one (1) year as a Wastewater Operator III; or
- Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of business/public administration, wastewater treatment and utilities facility management.
- Knowledge of wastewater treatment/pretreatment and utility system maintenance.
- Working knowledge of hazards and safety precautions common to work completed in the Wastewater Division.
- Working knowledge of the practices, methods, materials and tools used in modern equipment and facilities maintenance.
- Skill in operation of listed tools and equipment.
- Ability to assign tasks, coordinate work schedules, budget, and review the performance of, and train maintenance crew and part-time employees.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations, maintaining composure while under pressure.
- Ability to follow and implement City safety guidelines and procedures.



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- Ability to provide quality customer service to the public, demonstrating a professional and can-do attitude while administering City regulations.
- Ability to perform at a level commensurate with length of service.
- Ability to produce a quality work product in a timely and efficient manner.
- Ability to manage multiple tasks at once and follow through on commitments.
- Ability to use good judgment in making decisions.
- Ability to provide innovative solutions to difficult problems, taking initiative to take on assignments without being asked.
- Ability to work as a member of and support a team, treating others fairly and consistently and exhibiting a positive attitude.
- Ability to follow rules provided by the City's Code of Conduct and Personnel Policies.

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.

EQUIPMENT OPERATING SKILLS

Skill in performing operation of equipment common to this department, such as generators, pumps, gauges, detection devices, SCADA and telemetry equipment. Use of computer, including word processing or data entry software, copier and printer.

PHYSICAL DEMANDS

The physical demands described herein are representative of those occurring in the performance of the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Application review consisting of education and experience; oral interview and pre-employment background check, including references; job related examination may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.