
WRRF FACILITY OPERATOR JOB DESCRIPTION

Position Title: Water Reclamation Facility Operator

FLSA Classification: Non-Exempt

Salary Grade: Apprentice - Grade 8; Journey - Grade 9; Senior - Grade 10

Reports To: Water Reclamation & Reuse Facility Supervisor

Data Reviewed/Revised: January 5, 2023

Basic Function

Under direction of the Water Reclamation & Reuse Facility (WRRF) Supervisor, or Senior Operator, performs a variety of duties in the operation, maintenance, and repair of the Water Reclamation and Reuse Facility. This position works as part of a team of Wastewater Operators to ensure efficient and safe wastewater treatment including compliance with the current National Pollutant Discharge Elimination System (NPDES) permit.

Distinguishing Characteristics

Apprentice level is an entry level position that performs assigned duties under direct supervision.

Journey level employees are generally specialized in the operation, maintenance and repairs of the Water Reclamation and Reuse Facility and can accomplish most routine tasks with minimal direction or supervision.

Senior level operators are more technically advanced and may serve in a lead capacity in their specific area or in other interdepartmental specialties as assigned or designated as the Substitute Operator in Charge as required by Idaho Department of Environmental Quality (IDEQ).

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The incumbent shall work well under pressure; meeting multiple and sometimes competing deadlines.

The incumbent shall maintain composure in a variety of settings while managing customer requests.

The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors, and members of the public.

Responsible for proper operation, maintenance, and all other necessary conditions to ensure plant effluent meets state, federal, and local requirements.

Monitors the Supervisory Control & Data Acquisition (SCADA) system for proper operation of WRRF. Investigates any alarm conditions, equipment malfunctions and failures, as well as operational problem and trends.

Fulfill on-call duties as assigned.

Apprentice

Operates, inspects, repairs, rebuilds, and cleans a wide variety of wastewater treatment equipment.

Participate in the operations and maintenance of the dewatering, filtration, chemical, and all equipment processes.

Participates, while being trained, in operation of SCADA systems and processes. Monitors and adjusts plant processes as directed.

Working knowledge and ability to properly sample and handle various wastewater process sample types for submission and laboratory analysis.

Participates, while being trained, in the maintenance of chlorine, sulfur dioxide, polymer feed systems and analyzers; changes chlorine and sulfur dioxide cylinders as needed.

Lab testing including, but not limited to: settleometers, microbiological examinations, dissolved oxygen, pH, fecal coliform.

Remove restrictions and obstructions in the sanitary sewer system by jetting, root cutting, and cleaning to ensure proper flow in pipes.

Handle and answer complaints regarding sewer backups, sewer gas concerns, lift station alarms, flooded streets, and other public complaints.

Journey

Analyze operational and lab data to identify trends and plant issues for early process control measures.

Maintains an organized inventory of essential tools, parts and supplies.

Maintains and repairs electric and electronic control systems and processes. Uses voltage meter, resistance measurement device, continuity meter or amperage meter to assess and maintain electrical equipment or components.

Operates and maintains complex wastewater processes, including: primary treatment, advanced biological nutrient removal, activated sludge, tertiary treatment, chlorine disinfection, dewatering.

Protects the health and safety of personnel, the public and the environment by following local, state and federal laws and regulations.

Provides input for upgrading the wastewater treatment plant maintenance program; utilizes SCADA information and historical data to enhance operations and maintenance.

Lab testing including, but not limited to: Biochemical oxygen demand, total suspended solids, total phosphorus, chlorine, ammonia, nitrate.

Assist in developing appropriate Standard Operating Procedure (SOP's) for operational processes.

Calibrates, inspects, maintains certifications, and repairs plant safety equipment.

Operates a variety of diagnostic equipment, including the computerized maintenance management system.

Senior

Closely monitors the facility using the SCADA system to ensure optimum operational performance. Utilizes SCADA information and historical data to enhance operations and maintenance.

Performs and leads operation, maintenance, repair and trouble-shooting activities of the Water Reclamation and Reuse Facility to identify and remedy problems and/or malfunctions in order to ensure continues plant operation in accordance with all applicable rules, and regulations.

Performs process control functions and has a robust understanding of the microbiological functions and interactions between chemical, physical, hydraulic and electrical control functions of the facility.

Troubleshoot problems including programming of compound loop injectors, pressure-vacuum regulators, and associated equipment.

Inspects, maintains, repairs and replaces electrical equipment and electronic instruments, including electric motors, flow meters, and temperature and level sensors.

Installs, inspects, maintains, and repairs building structures, systems, and equipment, including heating and ventilation systems.

Utilizes information and updates the WRRF maintenance program; prioritizes, plans, and schedules maintenance tasks in accordance with manufacturer's recommendations in a manner that ensures continuous plant operation.

Supervisory Functions

None

Education and Experience

Graduation from high school or GED

Licenses and Certifications

Valid Driver's License

Valid Class B driver's license with air brake and tanker endorsement or the ability to obtain one within six months of hire.

Ability to complete Confined Space Entry training

Ability to complete CPR/AED training

Ability to complete respirator quantitative fit test

Apprentice

Class I Wastewater Treatment Plant Operator License within 1 year

Certified Flagger

Journey

Class II Wastewater Treatment Plant Operator License

Class I Collections Operator License*

Senior

Class III Wastewater Treatment Plant Operator License. Class IV desired.

Class II Collections Operator License*

Competencies

Ability to wear full-face respirator and pass a respirator quantitative fit test

Knowledge of equipment maintenance procedures and practices.

Operation and use of hand tools and heavy equipment used in general maintenance work.

Health and safety practices.

Reading, writing, math, and computer skills are required.

Ability to respectfully interact with coworkers and members of the public at all times.

Laws, regulations, policies and procedures applicable to assigned tasks.

Mechanical and piping systems including valves, gauges and meters.

Knowledge of Safety Data Sheet (SDS) information.

Operation of a computer and data entry techniques.

Communicate technical information clearly and concisely, both orally and in writing.

Maintain accurate log readings and operating information.

Recognize and respond quickly to operational emergencies.

Interpret, analyze and apply new technical information

Read piping or electrical blueprints and schematics.

Ability to observe legal and defensive driving practices

Ability to operate both light and heavy equipment

Software

Microsoft Word

Microsoft Excel

Microsoft Outlook

Supervisory Control and Data Acquisition (SCADA)

Nexgen Asset Management

Work Environment

Office setting

Outdoor work

Regular exposure to fumes, dust, odors and gases.

Adverse weather conditions.

Noise

Physical Demands

Climbing

Sitting and standing for extended periods of time

Lifting and carrying objects weighing up to 50 pounds

Gripping

Crawling

Pushing or pulling

Bending/stooping

Walking

Reaching overhead and above the shoulders

Heavy physical labor

Travel

Conferences and professional development opportunities.

Affirmative Action/EEO statement

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.