



City of Klamath Falls

Position Description

Position: Wastewater Treatment Operator IV	Group: AFSCME
Department/Division: Public Works/Wastewater	FLSA: Non-Exempt/Represented
Evaluated by: Wastewater Systems Manager	Salary Grade: 121

Summary

An employee in this position works as part of a work crew under direct supervision and is expected to perform duties based on instructions or specific objectives received from Wastewater Division staff. Employees in this classification shall successfully obtain and maintain Department of Environmental Quality (DEQ) State of Oregon Wastewater Treatment Operator Grade Level IV certification and have demonstrated their ability to perform independently and with minimum of instruction in the varied functions to which assigned. Employees with specialized training may be included in this class.

Distinguishing Career Features

The Wastewater Treatment Operator IV displays an eagerness to learn how to operate and maintain the various functions of a Wastewater Treatment Plant and allied facilities. The Wastewater Treatment Operator IV position is the highest available certification in this career path offered by the State of Oregon. This is a non-supervisory position.

Essential Duties and Responsibilities

- Any one position may not include all the duties listed, nor do the listed examples include all the tasks which may be performed in positions of this class
- Performs all phases of operation and maintenance as it pertains to wastewater treatment plants and allied facilities
- Performs laboratory tests as required for proper operation; enters results in daily laboratory operational report
- Logs routine and unusual operational duties daily
- Operates gas boiler, centrifugal pumps, motors, clarifiers, aerators, and other related equipment
- Reports and discusses operating problems, equipment, and maintenance with Manager
- Reports and orders supplies and repair parts necessary for maintaining operations

- Keeps operating records and prepares required reports
- Keeps all equipment and building clean; maintains grounds and facilities
- Cleans tanks, and performs routine custodial duties as assigned
- Assumes responsibility for continuous operation and maintenance of the Wastewater Treatment Plant and allied facilities in the absence of the operator directly responsible for this task
- Is familiar with City codes, resolutions, policies, and follow required City safety practices
- Keeps all equipment, vehicles, and tools clean and in safe working order
- Performs other duties as assigned that support the overall objective of the position

Qualifications

▪ Knowledge and Skills

The position requires knowledge of modern wastewater treatment plant principles, operating practices, and related equipment to include Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) regulations as pertaining to the operations, treatment, and maintenance of a wastewater treatment system. The position requires in-depth technical knowledge of the processes, techniques, and all applicable safety practices, tools, and materials used in wastewater treatment equivalent to that required for Wastewater Treatment Operator IV certification. Requires in-depth knowledge of process control equipment and process troubleshooting techniques. Requires in-depth knowledge of the processes and chemicals used in testing and treating effluent. Requires a working knowledge of the operating characteristics of pumps and pumping equipment, wastewater laboratory equipment, sampling and testing procedures, and computer-aided lab and operations support hardware and software. Requires a working knowledge of chemistry, the properties of water, and the use of re-agents to change constituency of effluent. Requires a working knowledge of water flow and water quality principles, practices, and regulations. Requires knowledge of and skill at using computer applications for administrative and technical purposes. Requires sufficient skill in speaking and writing in the English language and skill in preparing detailed technical documentation of activity. Requires sufficient math skill to perform complex math computations. Requires sufficient human relations skill to convey technical concepts to others including internal and external customers.

▪ Abilities

Requires the ability to carry out the essential functions of the position. Requires the ability to independently maintain all operational processes and procedures connected with wastewater treatment. Requires the ability to analyze and interpret specific chemical and biological readings. Requires the ability to use computer-aided hardware and software, laboratory equipment, and use of tools, power equipment, and specialized process related equipment.

- **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move, push, pull, guide) light to medium weights of up to 50 pounds on an intermittent basis and push, pull, or guide up to 100 pounds on an infrequent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires the ability to work on varying work shifts and in disagreeable work conditions that have septic and chemical exposure risks.

- **Education and Experience**

The position requires current Department of Environmental Quality (DEQ) qualifications for a State of Oregon Wastewater Treatment Operator Grade Level IV Certification.

- **Licenses and Certificates**

State of Oregon Wastewater Treatment Operator Grade Level IV Certification. Must be able to demonstrate through application all knowledge required to achieve and maintain the Treatment Operator Grade IV Certification, as outlined by the State of Oregon Administrative Rules, Department of Environmental Quality. Must possess and maintain a valid Oregon driver's license at time of appointment and must obtain a Commercial Driver's License, Class B, with airbrake and tanker endorsements within six (6) months of hire date. Confined Space Entry and Traffic Control Flagger certifications.

- **Working Conditions**

Work is performed indoors and outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, and temperature, odor, and noise extremes.

- **Pre-Employment**

Job offers for this position are contingent upon the individual passing a pre-employment drug screen and fit-for-duty medical exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.