



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### Wastewater Plant Specialist I

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Teamsters  
**Salary Grade:** TE6

#### **CLASS SUMMARY:**

The Wastewater Plant Specialist I is the fourth level in a seven level Utilities Operation Series. Incumbents are responsible for learning and performing daily operations and basic to semi-skilled maintenance of the wastewater treatment plant and pump stations. Incumbents will learn and perform preventative maintenance, facilities and equipment repair, construction, sampling and analyzing processes to determine regulatory compliance, and recommending process adjustments, completing and compiling computer based data and files, interpreting regulations, performing customer service activities with vendors and contractors, and fabrication. Incumbents create and update maintenance records, and operate hand and power tools and light equipment. Incumbents will perform duties under the guidance of a higher level classification and may assist temporary workers.

The Wastewater Plant Specialist I is distinguished from the Utilities Worker by its focus on wastewater plant operations and facilities maintenance.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Safely operates a motor vehicle, heavy equipment and/or forklift.
- Communicates clearly and effectively with vendors, outside agencies and co-workers.
- Responds to after-hour emergencies.
- Completes training necessary to obtain and/or maintain required certifications.
- Other duties of a similar nature as required.

#### **Pre-Treatment:**

- Performs inspections, analyzes processes, compares results to regulations and requirements, tracks changes, and ensures compliance.
- Evaluates monitoring reports and lab data, verifies report accuracy, records reports, issues notices of non-compliance, tracks results, determines deadline dates and ensures response compliance, and retains records in accordance with regulations.
- Schedules and performs sampling of permitted users, completes collections, river, and Treatment plant sampling as required to meet Pretreatment regulations, analyzes results, compares results to water quality standards, and prepares reports.
- Attends and participates in meetings, such as ACWA Pretreatment and Site Plan Reviews.
- Drafts permits for Superintendent consideration, suggests permit changes and maintains permit tracking files.

- Responds to discharge complaints, inspects restaurants and other industrial users to determine impact to the system, conducts site visits, and meets with proprietors to discuss results.
- Conducts surveys to classify users and their potential impact on the system and maintains records of data collected.

Operations:

- Monitors and operates the Water Restoration plant, utilizing the SCADA system to monitor levels, turbidities, disinfection system, pumps, and lift/pump stations to determine process performance and make recommendations regarding changes necessary to maintain required standards.
- Collects samples from the wastewater plant, prepares chemicals for testing, and performs laboratory analysis of samples to determine process effectiveness and the need for operational changes for proper treatment, accurately records data, completes reporting forms, and inventories lab supplies and chemicals.
- Calibrates lab equipment, thermometers and scales, monitors tests for quality assurance and reports results, and prepares monthly lab calendar for test requirements.
- Routinely inspects, cleans and performs minor preventative maintenance and repair on plant operational systems, including equipment, buildings and grounds.
- Thoroughly inspects plant facility to observe and/or evaluate color, odors, flows, spills and leakage.
- Prepares and maintains written and computer documentation of processes, production, performance and maintenance of equipment, enters data into the databases, accurately prepares reports, and analyzes charts and data to recommend necessary operational and maintenance need.
- Communicates verbally and in writing with the Superintendent and co-workers regarding plant operations, repair needs, equipment needs, and process modifications.
- Assists and instructs contract and temporary staff in the proper methods and techniques to carry out their duties in accordance with adopted policies, standard operating procedures and State and Federal regulations.

**Training and Experience** (positions in this class typically require):

A High School Diploma or equivalent is required, with additional coursework in chemistry, biology or science preferred. An Associate's degree in a related field is desirable.

**Licensing Requirements** (positions in this class require):

- Valid Oregon Driver's License Class C
- Forklift Certificate required within 12 months of appointment
- OR DEQ Wastewater Treatment I Certificate within 18 months of appointment

Incumbents may be required to obtain CPR certification and Confined Space Entrant, Attendant and/or Supervisor Certification. Incumbents must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

**Knowledge** (positions in this class typically require):

Knowledge of:

- Basic sewage collection and/or wastewater treatment principles and practices;
- Basic laboratory testing methods and techniques;
- Basic mathematics;
- Safety practices;
- Fundamentals of mechanics;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class typically require):

Skill in:

- Troubleshooting, repairing and maintaining mechanical equipment;
- Safely using hand tools and power tools;
- Safely operating a motor vehicle;
- Basic, safe operation of heavy equipment;
- Properly using personal protective equipment;
- Understanding and following written and oral instructions;
- Working independently and as part of a work team;
- Using a computer and related software applications; and,
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

**Pre-Treatment:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Operations:**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council September 3, 2014, Resolution No. 14-6036

Revised February 11, 2016, May 31, 2016