



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

Wastewater Plant Specialist III

FLSA Status: Non-Exempt
Bargaining Unit: Teamsters
Salary Grade: TE8

CLASS SUMMARY:

The Wastewater Plant Specialist III is the sixth level in a seven level Utilities Operation Series. Incumbents are responsible for performing daily operations and skilled maintenance of the wastewater treatment plant and pump stations to ensure the restoration of water to a safe and usable product. Incumbents will perform preventative maintenance, facilities and equipment repair, construction, sampling and analyzing processes to determine regulatory compliance, recommending and/or making 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 provide training and guidance to Wastewater Plant Specialist I/II, seasonal and temporary workers.

The Wastewater Plant Specialist III is distinguished from the Wastewater Plant Specialist II by its focus on skilled wastewater plant operations and facilities maintenance, leadership, experience and advanced certification.

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

- Assists the Superintendent in administration of the shift by overseeing assigned personnel to ensure efficient, cost effective and safe completion of duties and projects.
- Provides feedback and evaluation input for trainees, interns and temporary workers, and will occasionally be called upon to make work assignments.
- Instructs subordinate staff in the proper methods and techniques to carry out their duties in accordance with adopted policies, standard operating procedures and State and Federal Regulation. Will provide constructive feedback and corrective instruction when necessary.
- Communicates verbally and in writing with the Superintendent and co-workers regarding plant operations, repair needs, equipment needs, and process modifications.
- Safely operates a motor vehicle, heavy equipment and/or forklift.
- Responds to after-hour emergencies.
- Completes training necessary to obtain and/or maintain required certifications.
- Other duties of a similar nature as required.

Treatment Plant 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 makes process changes necessary to maintain required standards.

***Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.***

- 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.
- Orders chemicals and supplies to ensure products are on hand for testing.
- Calibrates lab equipment, thermometers and scales, monitors tests for quality assurance, reports results, and prepares monthly lab calendar for test requirements.
- Routinely inspects, cleans and performs 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.
- Works with vendors and contractors in person and via email and telephone in a professional manner.

Mechanic: The following duties are in addition to those required in Operations. The incumbent assigned to Mechanic may be required to cover vacancies and assist in Operations when necessary.

- Manages the maintenance database, develops new maintenance worksheets as needed, and monitors the timely completion of pending worksheets.
- Performs preventative maintenance on plant equipment and orders parts as needed.
- Repairs and replaces equipment componentry while communicating and working with operations staff to evaluate and implement the means to ensure plant operation continuation during the repair period.
- Diagnoses electrical circuit and plumbing issues.
- Operates a welder and designs and fabricates parts.
- Operates a boom truck, stationary overhead crane, and other specialized tools in repair and replacement of equipment.
- Maintains the methane flare system and wellheads at the landfill and surrounding woodland acreage, adjusts methane flows based on calculations, and completes associated DEQ required paperwork.
- Monitors, inspects, and performs maintenance and repair of remote sewage pump stations, orders chemicals, and logs equipment operation data.

- Consults with vendors and repair services to solicit prices, purchase parts and troubleshoot issues.

Training and Experience (positions in this class require):

A High School Diploma or equivalent is required with additional coursework in chemistry, biology or science (for operations) or equipment mechanics or electrical (for mechanic) with one 1 year of specialized or technical training and 5 years of directly related experience in a treatment plant environment are required. An Associate's degree in a related field is desirable.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License – Class C
- Confined Space Supervisor Certificate
- Forklift Certificate

Incumbents assigned to Operations require:

- OR DEQ Wastewater Treatment IV Certification

Incumbents assigned to Mechanic require:

- Valid Oregon Driver's License Class B with tanker endorsement
- OR DEQ Wastewater Treatment III Certificate

Incumbents may be required to obtain CPR certification and 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 (based on assignment, positions in this class typically require):

Knowledge of:

- Wastewater treatment principles and practices;
- Advanced laboratory testing methods and techniques;
- Advanced wastewater testing methods and techniques;
- Plant operations and/or maintenance activities;
- Mathematics and chemistry sufficient to complete tasks;
- Supervisory Control and Data Acquisition (SCADA) system;
- Safety practices and OSHA standards;
- Equipment troubleshooting and diagnosis;
- Pipefitting and plumbing techniques and standards;
- Welding and fabrication principles;
- Recordkeeping practices;
- Fundamentals of mechanics;
- Personal computers and related software programs with an emphasis in Microsoft Office Programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (based on assignment, positions in this class typically require):

Skill in:

- Troubleshooting, analyzing, repairing, and maintaining mechanical equipment;

- Innovative thinking to resolve complex equipment fitment issues;
- Safely using hand tools and power tools;
- Safely operating a welder for fabrication;
- Using scales, pH meters, autoclaves, dissolved oxygen probes, and other similar tools for sample testing;
- Operation and calibration of lab and wastewater treatment plant equipment;
- Safely operating a motor vehicle;
- Safely operating heavy equipment;
- Reading electrical and mechanical drawings and diagnosing electrical circuits;
- Properly using personal protective equipment;
- Understanding, following, and providing written and oral instructions;
- Working independently and as part of a work team;
- Using a computer and related software applications;
- Operating the SCADA system; 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.

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. 16-6236
Revised February 11, 2016