



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

Wastewater Plant Specialist II

FLSA Status : Non-Exempt
Bargaining Unit : Teamsters
Salary Grade : TE7

CLASS SUMMARY:

The Wastewater Plant Specialist II is the fifth 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 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, seasonal and temporary workers.

The Wastewater Plant Specialist II is distinguished from the Wastewater Plant Specialist I by its focus on semi-skilled to skilled wastewater plant operations and facilities maintenance, experience, and mid-level certification.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- 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.

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

- 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.
- 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 needs.

- 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.
- 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.
- Operates a welder, boom truck, stationary overhead crane, and other specialized tools in repair and replacement of equipment.

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) preferred, 1 year of specialized or technical training and 2 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
- OR DEQ Wastewater Treatment II Certificate
- Forklift Certificate

Incumbents assigned to Mechanic require:

- Valid Oregon Driver's License Class B with tanker endorsement

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

Knowledge of:

- Wastewater treatment principles and practices;
 - Laboratory testing methods and techniques;
 - 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;
 - Welding principles;
 - Recordkeeping 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.
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Skills (based on assignment, positions in this class require):

Skill in:

- Troubleshooting, analyzing, repairing, and maintaining mechanical equipment;
 - Safely using hand tools and power tools;
 - 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;
 - Properly using personal protective equipment;
 - Understanding, following, and providing written and oral instructions;
 - Working independently and as part of a work team;
 - Managing time to complete tasks in a timely manner;
 - 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.
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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. 14-6236
Revised February 11, 2016, June 1, 2016; June 22, 2018