



## **JOB DESCRIPTION**

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**TITLE:** LEAD WASTEWATER TREATMENT FACILITY OPERATOR  
**STATUS:** Union/FLSA Non-Exempt  
**GRADE:** 16

### **JOB SUMMARY:**

Under general supervision, the Lead Wastewater Treatment Facility (WWTF) Operator leads, assigns and oversees the work of Treatment Facility Operators, works routinely as an operator and coordinates operational activities that affect plant performance.

### **REPORTING RELATIONSHIPS:**

This position reports to the Wastewater Treatment Facility Manager. This position provides instruction to and assigns work to Wastewater Treatment Facility Operators.

### **ESSENTIAL DUTIES** include the following:

- Provides leadership, instructs and trains staff, assists with monitoring and scheduling work for routine and preventive maintenance and operation of Wastewater Treatment Facility;
- Evaluates lab tests and operations; makes process adjustments as needed to ensure compliance with all federal, state, and local regulations and reporting requirements;
- Orders supplies; obtains bids for capital purchases, helps prepare and implement the budget;
- Gathers, tabulates, and calculates information for reports to the Department of Ecology; conducts quality assurance checks; tests equipment, duplicate samples and formulates control charts and maintains lab equipment and supplies;
- Monitors and records flow levels, collects samples from various facility locations, performs laboratory tests for Biochemical Oxygen Demand, suspended solids, settleable solids, total solids, pH level, chlorine residuals, mean cell residence time and food to microorganisms ratios; interprets test results and flow data;
- Diagnoses problems and recommends corrective action as required; inspects and observes operations for proper functioning of equipment and machinery and takes meter readings, checks valves and gauges;
- Schedules repairs when requested and performs repairs on equipment and machinery, pumps and tanks; washes down tanks and equipment/and completes all major repairs; records and reports results;
- Controls the biological process of activated sludge and recommends the necessary action to ensure proper process control and compliance with state regulations;
- Checks and reviews facility test results and operating statistics against regulatory requirements;
- Prepares summaries of laboratory requirements, laboratory tests, operating statistics, and regulatory reports; submits reports to the appropriate regulatory agency;
- Instructs workers on safety practices and checks facility for safety and health hazards; recommends action as needed;
- Acts on behalf of the Wastewater Treatment Facility Manager in his/her absence; and
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Leadership;
- Instructing, assigning work, monitoring, and training staff;
- Laboratory equipment and techniques;
- Functions and maintenance requirements of equipment used in an MBR wastewater treatment facilities;
- Principles, practices, standards and regulations used in the processing of wastewater treatment, biosolids handling and disposal;
- Procedures and requirements for record keeping and administration of treatment facility operations;
- Reporting requirements of regulatory agencies;
- Safety and health hazards inherent to a wastewater facility;
- Basic mathematics including formulas and calculation of percentages;
- Electrical, mechanical, and treatment systems troubleshooting and repair;
- Using computers and related software applications;
- Preventative and predictive maintenance procedures; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Experience/Education:** Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be four years of experience in the operation and maintenance of a wastewater treatment plant and a high school diploma or GED and college level coursework that is related to the operation of wastewater treatment facilities. Membrane bioreactor (MBR) experience is preferred but not required

**Licensing Requirements:** Possess and maintain an industrial first aid card and have the ability to earn a Wastewater Operator Certification Group III from the State of Washington Department of Ecology within one year.

May possess and maintain a Washington State Commercial Driver's License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWD CDL program.

**WORKING CONDITIONS:**

Duties are primarily at the treatment facility with exposure to various tools and equipment, wastewater systems, hazardous materials, chemicals, pesticides, unpleasant odors, and loud noises.

**PHYSICAL REQUIREMENTS:**

This position typically requires walking, climbing, balancing, stooping, kneeling, crouching, crawling, pushing, pulling, lifting, grasping, finger dexterity, feeling, reaching, standing, talking, hearing, seeing and repetitive motions.

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.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Revised: September 2017 – AWWD/HR  
Revised: August 2019