**City of Pendleton**

**Job Description**

**Resource Recovery Facility (RRF) Operator I**

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| --- | --- |
| **Department**: Public Works – RRF Division  | **FLSA**: Non-exempt |
| **Reports to**: WWTRRF Superintendent  | **Representation**: SEIU |
| **Pay Range**: Range 17  | **Date**: April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Performs work in the operation, repair, and maintenance of wastewater treatment facility (RRF) facilities and equipment; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. WWTRRF Equipment: Operating and maintaining RRF equipment, including but not limited to, headworks with rotary drum fine screens, screw conveyor, and grinder; aerated grit pump; influent Parshall flume; primary clarifiers; submersible pumps at in-facility pump station (IPPS); submersible pumps at recycle pump station (RPS); secondary aeration basin (AB) that includes influent Parshall flumes, submersible mixers, vertical shaft mixers, internal recycle pumps, membrane fine bubble diffusers, and process blowers; secondary clarifiers; gas chlorination system; chlorine contact chamber and static mixers; dechlorination system; utility water pumps; underground pump station; anaerobic digester mixing system; cogeneration micro-turbines and gas conditioning; dewatering screw press and polymer feed system; biosolids production, storage, handling, and land application; and back-up generator (1 MW capacity).

1. Management of Control System: Operating Supervisory Control and Data Acquisition (SCADA) control system as it relates to process control and automation for optimal RRF performance.
2. WWTRRF Operations: Operating overall RRF in accordance with established policy and procedures for insuring compliance with National Pollution Discharge Elimination System (NPDES) permit requirements.
3. Performing general maintenance of electrical systems and all related components.
4. Inspecting equipment and recording accurate maintenance, repair, and lubrication information.
5. Inputting data into computer and keeping accurate records of facility operations.
6. Applying biosolids consistent with biosolids application requirements. Maintain records for the application site and assist with maintenance of the Biosolids application truck.
7. Assisting with general maintenance of all facilities and grounds, including cleaning and painting as required.
8. Other duties as assigned by the RRF Superintendent or in their absence, the RRF Operations Technician and/or Water Superintendent.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Work with RRF Superintendent and other facility staff to optimize facility performance and assure full compliance with NPDES permit.
2. Work with Control System Manager to develop programming skills and control understanding related to SCADA for optimizing facility performance.
3. Assist in laboratory operation by performing laboratory tests, including but not limited to: low level total chlorine residual, total suspended solids, volatile suspended solids, total solids, volatile solids, and ph determination. Assists with collection of samples either manually or by programming equipment for automated sample collection; tests for biological and/or physical characteristics as required by the NPDES permit or needed for facility control testing purposes. Assists with interpreting test results and applying results for effective and efficient process control.
4. Attends training, staff meetings, safety meetings, etc.
5. Other duties as assigned

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, describe what separates this job from the others in the series?)*

Position is the first level in a three level series. Operator I is the entry-level position. Operator II requires more understanding and experience related to overall RRF equipment operation and maintenance. Operations Technician is the highest level for this series and is the lead worker overseeing all facility equipment operation and maintenance activities.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards.)*

1**. Education & Experience:**

1. High School Diploma (or GED) is required, preferably supplemented by two-years of mechanical trade and/or wastewater treatment school with an Associate Degree or equivalent.

b) Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

 Describe experience: Minimum of 1 year of experience in truck driving, equipment operation and maintenance, use of machinery and tools, municipal treatment operation and maintenance, public utilities, construction, or a related field.

c) Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.
2. Knowledge of word processing, data entry and basic mathematics.
3. Ability to understand, analyze, and interpret maintenance manuals and technical specifications.
4. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, and other applications related to operation and maintenance activities for the department.
5. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Ability to diagnose and analyze problems and recommend and/or institute a corrective action.
8. Ability to communicate effectively, verbally and in writing, in English.
9. Ability to respond to emergencies on a 24-hour basis.
10. Ability to work independently in the absence of direct supervision.
11. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers/supervisor/patrons/clients, etc., attend meetings, training, etc., or other face-to-face job requirements.
12. Ability to establish and maintain effective working relationships.
13. Ability to work as a positive team member.
14. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.
15. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
16. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.

b) [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c) [x]  Must possess at time of hire or transfer or obtain within one (1) year a Class B Oregon Commercial Driver License (CDL).

d) [x]  Must possess at time of hire, or be able to obtain within eighteen (18) months, Oregon Department of Environmental Quality (DEQ) Wastewater Treatment Level I certification.

e) [ ]  Must possess at time of hire, transfer or promotion, Oregon Department of Environmental Quality (DEQ) Wastewater Treatment Level II certification.

4. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Heavy Equipment (CDL required)
2. Laboratory equipment including, but not limited to: pH meters, drying ovens, muffle furnace, spectrophotometer, and assorted sampling devices.
3. Variety of hand and power operated tools, including, but not limited to: wrenches, hammers, saws, drills, weed-trimmer, mower, chainsaw, demolition saw, grease gun, knives, screwdrivers, mop, squeegee, etc. that are needed for operation and maintenance of facility.

5. **Supervision:**

1. This position does not supervise other staff.
2. This position reports to WWTRRF Superintendent, RRF Operations Technician and limited direction form the RRF Operator II. Supervision received is: *(Choose one)*

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[x]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

[ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

[x]  Primarily with other City staff, customers and/or vendors.

[ ]  Regularly includes others outside the organization (not customers), such as, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply)*

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed primarily outdoors. Work is most often outdoors and includes exposure to weather extremes.
2. Strength Rating (see attached definitions) is: Heavy.
3. Strenuous physical exertion may be required.

d) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard)*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment **less than 10%**

[x]  Exposure to toxic elements/hazardous chemicals **less than 1%**

[x]  Work at heights in excess of 20 feet **less than 1%**

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes **less than 50%**

[x]  Isolation **0-30%**

[x]  Exposure to light or noise extremes **less than 5%**

[x]  Regular travel outside the City **less than 1%**

[x]  Risk of injury **tripping/lifting-less than 1%**

[x]  Significant physical exertion required to **perform duties-less than 10%**

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) Flexible schedules are assigned with varying work hours and work days. Variations include: *(Check all that apply*)

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or night shifts

f) Employee must live within 30-minutes response time to the RRF.

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of purchasing: (Choose one)

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: May 2011

Adopted: May 2011

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.