

WIDEFIELD WATER AND SANITATION DISTRICT
Wastewater Operator Trainee

Job Title: Wastewater Operator Trainee
Department: Wastewater
Reports To: Wastewater Supervisor
FLSA Status: Non-exempt
Approved By: Lucas Hale, District Manager
Prepared Date: 8/2011
Salary Grade: Grade 11/Salary: \$42,230.00 to \$57,972.00
Status: Active

SUMMARY

This position involves the daily operation and maintenance of secondary wastewater treatment facilities, collection system, equipment, and grounds in a professional, competent, and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties may be assigned.

1. Ability to learn and implement proper operation and maintenance procedures for biological wastewater treatment systems in order to meet or exceed permit requirements and standard operating procedures.
2. Ability to learn and understand the function and mechanics of pumps, valves, compressors, motors, and other plant equipment.
3. Ability to read meters and charts accurately to maintain comprehensive records of operation and maintenance tasks and to perform required physical and chemical analysis accurately.
4. Ability to read and comprehend written technical information related to the job and to communicate effectively, both orally and in writing.
5. Performs general equipment inspection and maintenance.
6. Collects wastewater samples for testing. Learns to perform basic wastewater operational tests.
7. Serves as shift operator on a rotating basis, as assigned.
8. Recommends repairs, changes, and work orders to Supervisor and/or Manager.
9. Changes chemical containers, delivers needed materials, and performs plant maintenance and housekeeping, including painting.
10. Must be willing to work overtime, holidays, and weekends.
11. Must be on-call for plant or system.
12. Must respond to and for emergencies.
13. Performs routine cleaning, maintenance, and inspection of the wastewater collection system.

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14. Operate, evaluate, and adjusts SCADA system.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience in a wastewater related field or water and/or environmental sciences.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, sort correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the District.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables on standardized situations.

OTHER SKILLS AND ABILITIES

Proven customer service skills and the ability to work productively with minimal supervision. Excellent communication skills (both written and verbal) are essential. This position works closely with consumers, contractors, developers, and other District departments.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Colorado Driver's license and be insurable by District standards. Must obtain CPR/First Aid certificate within six (6) months of employment. A CDL license is required or must be obtained within the first six (6) months of employment. Must obtain a Colorado Wastewater Operator Class "D" or Collections Class "1" Certification within one year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical

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work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; extreme heat, and unsanitary conditions and equipment. Maybe exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment can be loud.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.

WIDEFIELD WATER AND SANITATION DISTRICT
Wastewater Operator Class D or Class 1 Collections

Job Title: Wastewater Operator Class D or Class 1 Collections
Department: Wastewater
Reports To: Wastewater Supervisor
FLSA Status: Non-exempt
Prepared Date: 8/2011
Approved By: Lucas Hale, District Manager
Salary Grade: Grade 10/Salary: \$46,467.00 to \$63,773.00
Status: Active

SUMMARY

This position involves the daily operation and maintenance of secondary wastewater treatment facilities, collection system, equipment, and grounds in a professional, competent, and efficient manner representative of the expected standard for a Class D/Class 1 Licensed Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties may be assigned.

1. Operates pumps, motors, sludge equipment, and other equipment. Cleans precipitates such as grit, solids, trash, and debris from sump, catch basin and grit chamber. Opens and closes gates and valves according to process demands or needs.
2. Collects and calculates wastewater operations and control data.
3. Collects samples and conducts wastewater laboratory tests.
4. Performs general equipment inspection.
5. Performs preventative and corrective maintenance.
6. Serves as a plant operator. Monitors and adjusts plant processes.
7. Operates, evaluates, and adjusts SCADA system.
8. Reports major repairs, changes, treatment conditions, and work orders to the Manager/Supervisor.
9. Changes chemical containers, dewateres sludge, delivers needed materials, and performs general plant maintenance and housekeeping including building and grounds.
10. Investigates odor complaints and operates and uses odor control equipment and treatment technology to reduce or eliminate odors.
11. Must be willing to work overtime, holidays, and weekends.
12. Must be on-call for plant or system.
13. Must respond to and for emergencies.

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14. Must perform work in a safe manner utilizing the proper safety equipment and methods.
15. Performs routine cleaning, maintenance, and inspections of the wastewater collections system.
16. Perform quantitative and qualitative laboratory analysis of wastewater, biosolids, and sediments for chemical and microbiological contaminants according to protocols such as Standard Methods.
17. Perform strict quality control (QA/QC) procedures including calibration of instruments, analyzing standards, keeping logs, and performing statistical analysis of data.
18. Operate and perform routine maintenance on laboratory instruments.
19. Perform interpretation and evaluation of analytical data.
20. Train, oversee, and provide technical assistance to less-experienced employees.
21. Maintain laboratory supplies, evaluate needs, and alternatives.
22. Perform routine laboratory duties such as prepare chemical reagents, media, and standard solutions.
23. Work with a variety of hazardous materials including chemicals, solvents, and biohazards using appropriate safety precautions.
24. Ability to understand and interpret regulations applicable to wastewater treatment plants.
25. Follow laboratory instructions and procedures. Evaluate and resolve problems with procedures or equipment with minimal supervision.
26. Maintain records; produce documents; and interpret results.
27. Recommend, document, and interpret laboratory analysis accurately, pertaining to wastewater samples.
28. Completes existing and new construction service line inspections in accordance to the District's procedures and standard specifications.
29. May be required to conduct confined space entries after completing appropriate training and education.
30. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six months to one-year related experience in

Wastewater Operator D/Collections 1

wastewater treatment operations and/or training; or equivalent combination of education and experience. Must possess a Colorado Wastewater Operator D or a Colorado Collections Class 1 certification or ability to obtain within one year of employment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain CPR/First Aid certificate within six months of employment. Must possess a valid Colorado driver's license and be insurable by District standards. A CDL license is required or must be obtained within the first six (6) months of employment. Computer experience necessary to include Windows, Excel, and Microsoft Word programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; extreme heat, unsanitary conditions and equipment. Maybe exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment is usually loud and can be dusty, wet, slippery, and dangerous.

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CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.

WIDEFIELD WATER AND SANITATION DISTRICT
Wastewater Operator Class "C" or Class II Collections Operator

Job Title: Wastewater Operator Class "C" or Class II Collections Operator
Department: Wastewater
Reports To: Wastewater Supervisor
FLSA Status: Non-exempt
Prepared Date: 8/2011
Approved By: Lucas Hale, District Manager
Salary Grade: Grade 9/Salary \$51,126.00 to \$70,158.00
Status: Active

SUMMARY

This position involves the daily operation and maintenance of secondary wastewater treatment facilities, collection system, equipment, and grounds in a professional, competent, and efficient manner representative of the expected standard for a Class "C" Licensed Operator or Class II Collections Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties may be assigned.

1. Operates pumps, motors, sludge equipment, and other equipment. Cleans precipitates such as grit, solids, trash, and debris from sump, catch basin and grit chamber. Opens and closes gates and valves according to process demands or needs.
2. Collects and calculates wastewater operations and control data.
3. Collects samples and conducts wastewater laboratory tests.
4. Performs general equipment inspection.
5. Performs preventative and corrective maintenance.
6. Serves as a plant operator. Monitors and adjusts plant processes.
7. Operates, evaluates, and adjusts SCADA system.
8. Reports major repairs, changes, treatment conditions, and work orders to the Manager/Supervisor.
9. Changes chemical containers, dewateres sludge, delivers needed materials, and performs general plant maintenance and housekeeping including building and grounds.
10. Investigates odor complaints and operates and uses odor control equipment and treatment technology to reduce or eliminate odors.
11. Must be willing to work overtime, holidays, and weekends.
12. Must be on-call for plant or system.
13. Must respond to and for emergencies.

Wastewater Operator C/Collections II

14. Must perform work in a safe manner utilizing the proper safety equipment and methods.
15. Performs routine cleaning, maintenance and inspection of the wastewater collections system.
16. Perform quantitative and qualitative laboratory analysis of wastewater, biosolids, and sediments for chemical and microbiological contaminants according to protocols such as Standard Methods.
17. Perform strict quality control (QA/QC) procedures including calibration of instruments, analyzing standards, keeping logs, and performing statistical analysis of data.
18. Operate and perform routine maintenance on laboratory instruments.
19. Perform interpretation and evaluation of analytical data.
20. Train, oversee, and provide technical assistance to less-experienced employees.
21. Maintain laboratory supplies, evaluate needs, and alternatives.
22. Perform routine laboratory duties such as prepare chemical reagents, media, and standard solutions.
23. Work with a variety of hazardous materials including chemicals, solvents, and biohazards using appropriate safety precautions.
24. Ability to understand and interpret regulations applicable to wastewater treatment plants.
25. Follow laboratory instructions and procedures. Evaluate and resolve problems with procedures or equipment with minimal supervision.
26. Maintain records; produce documents; and interpret results.
27. Recommend, document, and interpret laboratory analysis accurately, pertaining to wastewater samples.
28. Completes existing and new construction service line inspections in accordance to the District's procedures and standard specifications.
29. May be required to conduct confined space entries after completing appropriate training and education.
30. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Wastewater Operator C/Collections II

High school diploma or general education degree (GED); two years related experience in wastewater treatment and/or collection system operations and or training; or equivalent combination of education and experience. Must possess a Colorado Wastewater Operator "C" certification or a Class II Collection certification.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain CPR/First Aid certificate within six months of employment. Must possess a valid Colorado driver's license and be insurable by District standards. A CDL license is required or one must be obtained within the first six (6) months of employment. Computer experience necessary to include Windows, Excel, and Microsoft Word programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; extreme heat, unsanitary conditions and equipment. Maybe exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment is usually loud and can be dusty, wet, slippery, and dangerous.

Wastewater Operator C/Collections II

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.

WIDEFIELD WATER AND SANITATION DISTRICT
Wastewater Operator Class B/Collections III

Job Title: Wastewater Operator Class B/Collections III
Department: Wastewater
Reports To: Wastewater Supervisor
FLSA Status: Non-exempt
Prepared Date: 8/2011
Approved By: Lucas Hale, District Manager
Salary Grade: Grade 8/Salary: \$56,243.00 to \$77,168.00
Status: Active

SUMMARY

This position involves the daily operation and maintenance of secondary wastewater treatment facilities, collection system, equipment, and grounds in a professional, competent, and efficient manner representative of the expected standard for a Class B/Collections III Licensed Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties may be assigned.

1. Operates pumps, motors, sludge equipment, and other equipment. Cleans precipitates such as grit, solids, trash, and debris from sump, catch basin and grit chamber. Opens and closes gates and valves according to process demands or needs.
2. Collects and calculates wastewater operations and control data.
3. Collects samples and conducts wastewater laboratory tests.
4. Performs general equipment inspection.
5. Performs preventative and corrective maintenance.
6. Serves as a plant operator. Monitors and adjusts plant processes.
7. Operates, evaluates, and adjusts SCADA system.
8. Reports major repairs, changes, treatment conditions, and work orders to the Manager/Supervisor.
9. Changes chemical containers, dewateres sludge, delivers needed materials, and performs general plant maintenance and housekeeping including building and grounds.
10. Investigates odor complaints and operates and uses odor control equipment and treatment technology to reduce or eliminate odors.
11. Must be willing to work overtime, holidays, and weekends.
12. Must be on-call for plant or system.
13. Must respond to and for emergencies.

Wastewater Operator B/Collections III

14. Must perform work in a safe manner utilizing the proper safety equipment and methods.
15. Performs detailed review and analysis of plant processes, loading, laboratory results, and percentage of removal and makes plant operating decisions or recommendations based on the professional interpretations of the above results and conditions.
16. Expected to train, teach, support, and guide operators who hold a lower level license.
17. May be assigned special projects such as coordinating access and plant processes to accommodate capital projects, construction, or other special conditions or circumstances.
18. May be required to attend meetings to represent the Wastewater Department.
19. Performs routine cleaning, maintenance, and inspection of the wastewater collections system.
20. Perform quantitative and qualitative laboratory analysis of wastewater, biosolids, and sediments for chemical and microbiological contaminants according to protocols such as Standard Methods.
21. Perform strict quality control (QA/QC) procedures including calibration of instruments, analyzing standards, keeping logs, and performing statistical analysis of data.
22. Operate and perform routine maintenance on laboratory instruments.
23. Perform interpretation and evaluation of analytical data.
24. Maintain laboratory supplies, evaluate needs, and alternatives.
25. Perform routine laboratory duties such as prepare chemical reagents, media, and standard solutions.
26. Work with a variety of hazardous materials including chemicals, solvents, and biohazards using appropriate safety precautions.
27. Ability to understand and interpret regulations applicable to wastewater treatment plants.
28. Follow laboratory instructions and procedures. Evaluate and resolve problems with procedures or equipment with minimal supervision.
29. Maintain records; produce documents; and interpret results.
30. Recommend, document, and interpret laboratory analysis accurately, pertaining to wastewater samples.
31. Completes existing and new construction service line inspections in accordance to the District's procedures and standard specifications.
32. May be required to conduct confined space entries after completing appropriate training and education.
33. Other duties as assigned.

Wastewater Operator B/Collections III

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities but is expected to perform as acting supervisor or chief plant operator on an interim basis such as during vacancies, holidays, vacations, or illnesses.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or five years related experience and/or training; or equivalent combination of education and experience. Must possess a Colorado Wastewater Operator "B" certification or Class 3 Collections certification.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain CPR/First Aid certificate within six months of employment. Must possess a valid Colorado driver's license and be insurable by District standards. A Class "B" CDL license is required or one must be obtained within the first six (6) months of employment. Computer experience necessary to include Windows, Excel, and Microsoft Word programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear Self Contained Breathing Apparatus and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

Wastewater Operator B/Collections III

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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold; extreme heat, unsanitary conditions and equipment. Maybe exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment is usually loud and can be dusty, wet, slippery, and dangerous.

CAREER PATH

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.