

**CITY OF CLARKSTON  
POSITION DESCRIPTION**

Effective Date: February 1, 2002

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**Title:** WWTP Operator

**FLSA Status:** Non-exempt

**Department:** Waste Water Treatment Plant

**Union:** Local 1476 ACL-C

**GENERAL PURPOSE:**

Under general supervision of WWTP Superintendent or foreman performs a variety of routine, semi-skilled, technical and manual labor work in the operation, maintenance and repair of the Wastewater Treatment facilities and systems. Work schedule will include weekends and occasional overtime. Must be available for emergency call-out.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the WWTP Superintendent and/or foreman.

**SUPERVISION EXERCISED:**

None

**ESSENTIAL JOB FUNCTIONS:**

Carry out various work as assigned by supervisor relating to operation and maintenance of wastewater facilities and systems.

Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates and bids for machinery and equipment.

Operates pickup, van and line Tv-ing equipment, hydro flusher, dump truck, backhoe, garbage truck, lawn mower as used in relation to operation of facility

Uses a variety of hand and power tools, such as welder, cutting torch, hand and power tools, chain saw.

Performs basic calculations involving plant operations.

Performs grounds maintenance, general building cleaning, maintenance and repair, vehicle and equipment maintenance.

Performs all duties in conformance to appropriate safety and security standards.

Performs required lab testing procedures and prepares reports as required by state and federal regulations.

Performs required labor involved in operations and maintenance projects as part of a crew.

**OTHER JOB FUNCTIONS:**

Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other City staff.

Assists other public works departments as needed.

Maintain written records of inspections, maintenance activity, repairs, etc.

Is familiar with applicable state and local laws and ordinances.

Subject to call out for emergency conditions.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

High school diploma or G.E.D.

Demonstrable knowledge and skill in operation and maintenance of electrical motors and pumps.

Possess valid driver's license with an acceptable driving record.

Must pass basic math test.

Knowledge, Skills and Abilities:

Basic knowledge of equipment, facilities, materials, methods and procedures used in operation and maintenance of wastewater treatment facility.

Basic knowledge of building maintenance methods.

Knowledge of safety practices and procedures applicable to assigned work.

Knowledge of care, maintenance and safe operation of assigned equipment.

Knowledge of confined space regulations.

Skill in operation of listed tools and equipment.

Ability to perform heavy manual tasks for extended period of time, often in diverse weather conditions.

Ability to work safely; ability to work independently in performing regularly assigned duties; ability to communicate effectively verbally; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions. Ability to respond to emergencies on a 24-hour basis. Requires some weekend and overtime hours.

**SPECIAL REQUIREMENTS:**

Class B CDL with air brake endorsement (Must obtain within three months of employment)

Washington State Level I Wastewater Operator's Certification (Must obtain within one year of employment)

Valid state driver's license with a good driving record.

First Aid/CPR Certification.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, backhoe, front end loader, garbage truck, saws, welder, cutting torch, drill press, pressure washer, chain saw, compressor, lawnmower. Common hand and power tools, shovels, rakes, wrenches, mobile radio, telephone.

**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 use hands to handle, feel or operate objects, tools, or controls and reach with hands or arms. The employee is frequently required to stand and talk or hear. The employee is required to walk, sit, climb or

balance, stoop, kneel, crouch or crawl and smell. The employee is occasionally required to work in confined spaces.

The employee must frequently lift and /or move up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is often exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is often loud.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

I understand that this job description is illustrative only and does not contain a complete listing of every incidental duty.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date