

CITY OF HAMILTON
Wastewater Treatment Plant and Collection System Lead Operator

JOB ADVERTISEMENT

Position Title: Wastewater Treatment Plant and Collection System Lead Operator
Department: Public Works Department
Reports To: Director of Public Works
FLSA Status: Non-Exempt
Salary Level: \$24-\$30/Hr. DOE

OVERVIEW: Located in the Bitterroot Valley, Hamilton is the county seat of Ravalli County and sits approximately 45 miles south of Missoula Montana. With a population of around 5,000, Hamilton has a small-town feel, but amenities to serve the surrounding population base of around 20,000. Hamilton is home to two microbiological research and production facilities, the NIAID/NIH run Rocky Mountain Laboratories and GlaxoSmithKlein. Hamilton is ideally located for outdoor recreation, hunting, and fishing, minutes from the Bitterroot River which runs through town, the Bitterroot Mountains to the west and Sapphire Mountains to the East.

The City of Hamilton employs 42 full time employees (FTE's) with approximately 18 under Public Works. The Public Works Department oversees the City's Water, Wastewater, Streets, Parks, Cemetery, and Building Department. The City operates and maintains approximately 43 miles of water main and 20 miles of gravity sewer and has approximately 2,300 service connections. The Wastewater Department has 4 FTE's that operate the City's WWTP, six lift stations and collection system. The WWTP is an oxidation ditch type, activated sludge, biological treatment facility utilizing sequential nitrification/denitrification to achieve Nitrogen and Phosphorus removal. The plant has a design average flow of 1.984 mgd.

SUMMARY: The WWTP Lead Operator performs a variety of technical, administrative and supervisory work in the operation and maintenance of the Wastewater Treatment facilities, sewer collection system, and sewer lift stations in order to maintain chemical, physical, and biological integrity of the facilities in a safe manner to meet required Federal, State and local standards and regulations.

SUPERVISION EXERCISED AND RECEIVED: The WWTP Lead Operator works under the general supervision of the Director of Public Works. Directly supervises and schedules public works wastewater staff (currently WWTP Lead and 3 others) with the daily operation and maintenance of the wastewater system. Coordinates department activities with other departments and agencies as needed.

QUALIFICATIONS:

Education: High school diploma, general education development (GED) or High School Equivalency Transcript (HiSET) required. Associates (or higher) Degree in Water Technology or related field or Additional course work in Water Treatment and Distribution or Wastewater

Treatment and Collection preferred.

Experience: At least eight years' experience in a plant/manufacturing environment with at least Four (4) years of related experience in the operation and maintenance of an advanced wastewater treatment facility and/or an equivalent combination of education and experience.

Knowledge of:

- Applicable regulations, codes, policies, and procedures related to the activities, functions, and maintenance of plant equipment and collection system;
- Occupational and environmental safety and health hazards, and safety practices;
- Characteristics and properties of related substances and chemicals to ensure safe, appropriate, and effective use and storage;
- Proper management, use, and retention of material safety data sheets (SDS);
- Sampling techniques and analysis;
- Materials, tools, and equipment used to maintain facilities, systems, and grounds;
- Techniques, principles, and practices of effective and efficient materials management and control, and records management;
- Business and personal computers and software applications;
- Principles and practices of effective employee supervision;

Ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, blueprints, maps and regulations.
- Write routine reports, prepare state and federal reports and correspondence, write clearly and informatively, and present numerical data effectively.
- Speak effectively before groups of customers, employees or Agency representatives
- Calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Firmly and impartially coach, lead and direct the activities of City staff, operations, policies, and procedures.
- Must be able to be on call for emergencies.
- Work in an organized, accurate, and efficient manner both independently and as part of a team.
- Work under pressure and under firm deadlines.
- Communicate in the English language, orally and in writing.
- Establish and maintain effective working relationships with diverse individuals and groups.

Skills in:

- Identifying and resolving problems in a timely manner;
- Gathering and analyzing information;
- Developing alternative solutions within the prescribed standards and procedures.

- Supporting and explaining reasoning for decisions; exhibiting sound and accurate judgment; including appropriate people in decision-making process.

Must possess a State of Montana Waste Class 1C Wastewater Certification; must possess or obtain, valid State of Montana Commercial Driver's License, and State of Montana Class 3-B Water Treatment Certification and Class 2-A Water Distribution Certification within 6-months. Observes safety and security procedures. Skilled in operation of hand power tools, welders, operate meters and test equipment, operate heavy machinery.

DUTIES AND RESPONSIBILITIES:

Operates wastewater treatment, sludge processing, composting, and disposal equipment in wastewater treatment plant to control flow and processing of sewage by performing the following duties.

- Performs and monitors all tests, sampling, reporting for the Montana Department Environmental Quality discharge permit, composting permit, and 40 CFR part 503 sludge regulations.
- Monitors, records and calculates loading rates for composting process.
- Manages and implements treatment plant Industrial Storm Water Pollution Prevention Plan (SWPPP).
- Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage.
- Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements.
- Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes.
- Maintains log of operations and records meter and gauge readings.
- Collects sewage samples and conducts laboratory tests.
- Directly supervises and schedules public works wastewater staff for the daily operation and maintenance of the wastewater system.
- Maintains manholes, sanitary sewer mains, and storm drain dry wells.
- Inspects sewer service line installations and completes sewer service line taps.
- Diagnoses and evaluates facility problems, monitors and maintains appropriate materials and supplies, ensures safe work practices and reports to the Director of Public Works.
- Coordinates wastewater staff work schedules with the Public Works Foreman for scheduling of various projects and maintenance within the Public Works Department.
- Attends conferences and meetings to keep abreast of current trends in the field and regulation changes; may represent the City at local, County and State meetings.
- Provides regular and as needed updates to the Director of Public Works on the status of wastewater treatment plant operations.
- Assists Director of Public Works in preparation of annual budget and monitors budget status throughout budget year.

WORK ENVIRONMENT: While performing the duties of this Job, the individual is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell. The individual must occasionally lift and/or move up to fifty (50) pounds (or greater with assistance). 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 is performed primarily in office, plant, vehicles, heavy equipment, and outdoor settings, in all weather conditions, including temperature extremes. Individual is frequently exposed to wet and/or humid conditions; moving mechanical parts; exposed to sewer gases and fumes or airborne particles and raw wastewater; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The individual will work in confined spaces and trenches and required to work with power tools and operate heavy equipment. The individual is occasionally exposed to vibration. The noise level in the work environment ranges from quiet to loud.

SELECTION GUIDELINES: The physical demands described above 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.

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable Accommodation

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.

Salary and Benefits

This position is being offered with a salary between \$24.00 and \$30.00 per hour dependent on previous experience and education with a 6-month probationary period. Benefits include Employee Health and Life Insurance, enrollment in the Montana Public Employee Retirement System (PERS), paid vacation (15 days/year) and sick leave (12 days/year), and 10-11 paid Holidays per year. The hours for this position will generally be 8:00 a.m. to 5:00 p.m. Monday – Friday.