



OFFICE OF HUMAN RESOURCES
101 North Court Street
Frederick, MD 21701
(301) 600-1810
(301) 600-1878 FAX
www.cityoffrederickmd.gov

JOB ANNOUNCEMENT TITLE: OPERATOR I – IV WASTEWATER TREATMENT

OPENING DATE: May 26, 2021

RECRUITMENT STATUS: In-house/Public

SALARY: Grade 4, \$16.7673 per hour

Grade 5, 18.1108 per hour

Grade 6, 19.5621 per hour

Grade 7, \$21.1211 per hour

STATUS: Full Time

CLOSING DATE: June 8, 2021

ANNOUNCEMENT #: POS-71-21

DEPARTMENT: Wastewater Treatment

FLSA STATUS: Non-Exempt

At the City of Frederick, we value diversity and the respect, engagement and productivity in an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

JOB SUMMARY:

This skilled, technical position is responsible for the day-to-day operation of the Wastewater Treatment Plant facility with the primary responsibility being maintaining compliance with the National Pollution Discharge Elimination System Permit.

The Wastewater Treatment Plant operates 24-hours a day, 365-days a year with eight-hour shifts that may vary. Shifts include night, weekend and holiday work schedules. The person in these positions must be able to regularly work beyond the scheduled work shift, including nights, weekends, and holidays, and to travel to various seminars or training classes as required; staying current in the wastewater profession. The person in these positions are considered essential personnel and will be required to respond to emergencies as directed by the Assistant Superintendent or Superintendent.

OPERATOR I

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs regular walking inspections of the facility and observes Supervisory Control and Data Acquisition (SCADA), monitors control panels and adjust valves and gates manually or by remote control to regulate the flows and treatment processes under direct supervision.
- Maintains log of operations and records meter and gauge readings in written form or via computer: handwriting must be legible.
- Collects wastewater samples and conducts and interprets routine laboratory tests, which include, but are not limited to: Chlorine Residual, pH and Dissolved Oxygen, Solids Testing and Nutrient Testing with direct supervision.
- Performs plant standard operating procedures with direct supervision.
- Ensures plant equipment and facilities are well maintained, reliable and clean.
- Performs preventative maintenance on equipment with direct supervision.
- Adjusts chemical dosing rates with direct supervision.
- Receives and unloads chemicals with direct supervision.
- Attends classes and completes courses to maintain wastewater license.
- Operates pump, blowers, engines and sludge processing equipment with direct supervision.
- Performs other duties as assigned.

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.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a General Education Degree (GED).

REQUIRED CERTIFICATES AND/OR LICENSES:

- Temporary Wastewater Class 5A Certificate or ability to obtain within 30 days of hire. Must maintain during length of employment.
- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Intermediate knowledge of computers and their applications, especially Microsoft Office Suite (Outlook, Word, Excel, Power Point) at an intermediate level and SCADA applications such as Citect and PLC's.
- Possess knowledge and understanding of safe operating limits of equipment used in the operation of Wastewater Treatment.
- General knowledge of mathematics.
- Self-motivated, capable of taking initiative.
- Ability to communicate effectively in English and to carry out instruction furnished in oral, written or diagram form; ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to carry out instructions furnished in oral, written or diagram form.

OPERATOR II**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs all duties of an Operator I with less constant supervision.
- Determines the cause and course of action to properly respond to alarms occurring at the facility.
- Adjusts gates and valves as instructed.
- Operates pump, blowers, engines and sludge processing equipment.
- Performs basic adjustments to biological and chemical processes with supervision.
- Performs other duties as assigned.

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.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a General Education Degree (GED).
- Six (6) months of experience at a Class 5A facility, or related class of plant or wastewater experience. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Temporary Wastewater Class 5A Certificate or ability to obtain within 30 days of hire. Must maintain during length of employment.
- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Demonstrated proficiency in all job duties of an Operator I.
- Self-motivated, capable of taking initiative.
- Intermediate knowledge of computers and their applications, especially Microsoft Office Suite (Outlook, Word, Excel, Power Point) at an intermediate level and SCADA applications such as Citect and PLC's.
- Possess knowledge and understanding of safe operating limits of equipment used in the operation of Wastewater Treatment.
- General knowledge of mathematics.
- Ability to communicate effectively in English and to carry out instruction furnished in oral, written or diagram form; ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to carry out instructions furnished in oral, written or diagram form.

OTHER DESIRABLES:

- Experience operating a Skid Loader and Forklift.
- Experience conducting safety inspections.
- Knowledge in the use of laboratory equipment and performing multiple Wastewater Treatment characteristic testing (e.g., microscopic examination of activated sludge, nitrate and orthophosphate testing, etc.).

OPERATOR III**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs all duties of an Operator I and II with limited supervision.
- Reviews and evaluates wastewater reports, logs and graphs to adjust processes for permit compliance based off of that data.
- Assists in the review of standard operating procedures, process overviews and building overviews.
- Performs basic adjustments to biological and chemical processes with supervision.
- Performs other duties as assigned.

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.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a General Education Degree (GED).
- Two (2) years of experience at a Class 5A facility, or related class of plant or wastewater experience. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Temporary Wastewater Class 5A Certificate or ability to obtain within 30 days of hire. Must maintain during length of employment.
- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Demonstrated proficiency in all job duties of an Operator I and II.
- Understanding of DMR/MOR.
- Knowledge of Federal and State regulations and materials, methods, processes and techniques commonly used in Domestic, Commercial and Industrial Wastewater Treatment.
- Knowledge of safety standards and practices for hazardous environments, including OSHA safety rules, standards and regulations.
- Ability to communicate effectively in English and to carry out instruction furnished in oral, written or diagram form; ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Intermediate knowledge of computers and their applications, especially Microsoft Office Suite at an intermediate level and SCADA applications such as Citect and PLC's.
- Ability to define problems, collect data, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, calculate figures, decimals, fractions, percentages, averages, conversions and solve for unknown values; must possess the ability to apply concepts of basic algebra and geometry such as linear, area and volume measurements; must be able to solve mathematical word problems and set up and solve difficult wastewater formulas.
- Possess knowledge and understanding of MDE and OSHA Regulations, requirements of the National Pollutant Discharge Elimination System (NPDES) permit, as well as the safe operating limits of equipment used in the operation of Wastewater Treatment.
- Possess knowledge and understanding of the Biological Nutrient Removal and Enhanced Nutrient Removal Processes and Anaerobic Digestion process to stabilize Bio-solids and comply with the EPA's 503 regulations.

OTHER DESIRABLES:

- Experience operating a Skid Loader and Forklift.
- Experience conducting safety inspections.
- Knowledge in the use of laboratory equipment and performing multiple Wastewater Treatment characteristic testing (e.g., microscopic examination of activated sludge, nitrate and orthophosphate testing, etc.).

OPERATOR IV

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all duties of an Operator I, II, III.
- Assists in the training of Operators I, II and III.
- Performs adjustments to biological and chemical processes without supervision.
- Assists in the creation and review of standard operating procedures, process overviews and building overviews.
- Performs other duties as assigned.

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.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a General Education Degree (GED).
- Three (3) years of experience at a Class 5A facility, or related class of plant or wastewater experience. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Maryland Class 5A Wastewater Certification or equivalent. Must maintain during length of employment.
- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Demonstrated proficiency in all job duties of an Operator I, II, and III.
- Knowledge of Federal and State regulations and materials, methods, processes and techniques commonly used in Domestic, Commercial and Industrial Wastewater Treatment.
- Knowledge of safety standards and practices for hazardous environments, including OSHA safety rules, standards and regulations.
- Possess knowledge and understanding of MDE and OSHA Regulations, requirements of the National Pollutant Discharge Elimination System (NPDES) permit, as well as the safe operating limits of equipment used in the operation of Wastewater Treatment.
- Possess knowledge and understanding of the Biological Nutrient Removal and Enhanced Nutrient Removal Processes and Anaerobic Digestion process to stabilize Bio-solids and comply with the EPA's 503 regulations.
- Intermediate knowledge of computers and their applications, especially Microsoft Office Suite (Outlook, Word, Excel, Power Point) at an intermediate level and SCADA applications such as Citect and PLC's.
- Ability to communicate effectively in English and to carry out instruction furnished in oral, written or diagram form; ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to define problems, collect data, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, calculate figures, decimals, fractions, percentages, averages, conversions and solve for unknown values; must possess the ability to apply concepts of basic algebra and geometry such as linear, area and volume measurements; must be able to solve mathematical word problems and set up and solve difficult wastewater formulas.

OTHER DESIRABLES:

- Operation of a Skid Loader and Forklift.
- Experience conducting safety inspections.
- Knowledge in the use of laboratory equipment and performing multiple Wastewater Treatment characteristic testing (e.g., microscopic examination of activated sludge, nitrate and orthophosphate testing, etc.).

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by the incumbent 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, employee is required to wear safety toe boots, and regularly required to stand for long periods of time, walk extensively to monitor a 13-acre facility, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or

crawl. The employee must occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT/CONDITION: *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 occasionally exposed to wet and/or humid conditions, moving mechanical parts, high precarious places, work in confined spaces, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock and vibration. The employee is routinely exposed to wastewater liquids and solids. Work involves exposure to and the handling of, highly hazardous chemicals. The noise level in the work environment is usually moderate.

Equal Opportunity Employer