



OFFICE OF HUMAN RESOURCES
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JOB ANNOUNCEMENT TITLE: LEAD WASTEWATER TREATMENT OPERATOR

OPENING DATE: March 31, 2023

RECRUITMENT STATUS: In-house/Public

SALARY: Grade 5, \$28.42-\$31.26

STATUS: Full Time

CLOSING DATE: April 14, 2023

ANNOUNCEMENT #: POS-58-23

DEPARTMENT: Wastewater Treatment

FLSA STATUS: Non-Exempt

At The City of Frederick, we value diversity and the respect, engagement, and productivity 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:

The Lead Wastewater Treatment Operator assists the Superintendent, Assistant Superintendent, and Senior Operator in coordinating the activities of workers engaged in the operation of the Wastewater Treatment Plant. The Wastewater Treatment Plant operates 24-hours a day, 365-days a year. The individual will be required to work independently and must have the ability to work effectively with minimum supervision. The incumbent must have the flexibility to work varying 8-hour shifts which include night, weekend, and holiday work schedules. The employee in this position is considered essential personnel and will be required to respond to emergencies as needed throughout the Department of Public Works. The employee may be placed on standby as necessary to provide adequate coverage and respond to emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates as technical and functional lead on the shift to which the employee is assigned.
- Creates and maintains standard operating procedures, memos, process overviews and building overviews.
- Coordinates training of Operators to ensure compliance with state, local and departmental policies and procedures with Assistant Superintendent and Senior Operator.
- Completes monthly assessments for Operators currently assigned to the same shift.
- Assists the Senior Operator, Assistant Superintendent and/or Superintendent with interviewing of Operator candidates.
- Maintains inventory of supplies, e.g., cleaning, uniform, chemical, etc.
- Researches, analyzes, organizes, and presents data/recommendations in an effective and efficient manner.
- Schedules shift activities.
- Performs regular walking inspections of the facility and observes Supervisory Control and Data Acquisition (SCADA), monitors control panels, and adjusts valves and gates manually or by remote control to regulate the flows and treatment processes.
- Properly responds to all alarms and failures occurring at the facility.
- Uses problem solving skills to analyze the source of the problem and determines the course of action in the event of emergencies such as power failures or needs relating to plant flooding during high flow events.
- Prepares, reviews, and evaluates wastewater reports, records, logs and graphs to confirm adequacy and quality of present and projected wastewater discharge.
- Provides operational support to the Pretreatment Program.
- Maintains log of operations and record 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.

- Establishes and maintains effective working relationships with City officials, co-workers, vendors and the general public, as well as employees of utilities and other agencies whose business is related to Wastewater Treatment. Must communicate in a courteous and effective manner.
- Ensures plant equipment and facilities are well maintained and clean.
- **Operates a City vehicle observing legal and defensive driving practices**
- 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 Operator's License or license for similar advanced treatment. The employee must maintain the license for the duration of their 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.):

- 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 to make adjustments in wasting and chemical feed applications to ensure optimal operations to meet regulatory requirements.
- Possess knowledge and understanding of Anaerobic Digestion process to make necessary adjustments to stabilize Biosolids and comply with the EPA's 503 regulations.
- 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.
- 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 communicate effectively 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 also, to individuals; ability to provide classroom and other instructions on the operation, maintenance and safety of a Wastewater Treatment Plant.
- 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, percent's, 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.
- Ability to regularly work beyond the scheduled work shift, including nights, weekends, and holidays, and to travel to various seminars or training classes as required to keep current in the wastewater profession.
- Complete all required City of Frederick training.

OTHER DESIRABLES:

- Knowledge of Hansen, NaviLine and Innoprise software programs.
- Knowledge in the use of laboratory equipment and performing multiple Wastewater Treatment characteristic testing, e.g., examination of sludge, orthophosphate, and nitrate testing.
- Ability to operate a Skid Loader and Forklift.
- Ability to conduct safety inspections and accident investigations.

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.*

The employee is regularly required to stand for long periods of time, walk to monitor a 16-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. The employee must wear safety toe boots while performing the duties of this job.

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.

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