

# City of St. Helens

**Job Title:** WASTEWATER TREATMENT PLANT UTILITY II  
**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Union:** AFSCME  
**Date Created:** April 3, 2019

## **GENERAL PURPOSE**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Wastewater Treatment Plant Superintendent.

## **SUPERVISION EXERCISED**

None generally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies issues with equipment.
- Contains and disposes of hazardous wastes generated by the lab.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs operations and work tasks from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flowmeter, and other water quality monitoring equipment.
- Assignment of work in pretreatment program.

- Operates, maintains, and repairs malfunctions at the sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Performs routine building and grounds maintenance.
- Performs other related duties as required.

### **PERIPHERAL DUTIES**

- Serves on various employee or other committees as assigned.
- Monitors performance of electrical systems, circuits or equipment of the Wastewater Treatment Plant.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Two (2) years of experience in wastewater treatment and collections, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Some knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment plant maintenance and operation activities.
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to work safely; ability to communicate effectively verbally and in writing; 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.
- (d) Work includes protected exposure to biological and chemical hazards including infectious bacteria, bodily fluids, and chemicals.

### **SPECIAL REQUIREMENTS**

- Valid state driver's license.
- State of Oregon Marine Board Boater Education Certificate.

### **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, phone, calculator, and other miscellaneous equipment.

### **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 finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee

frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 occasionally works in outside all types of weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally performs work afloat in a boat or other waterborne vessel; occasionally works from high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

## EMPLOYEE ACKNOWLEDGEMENT

*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.*

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **WWTP Utility II** job description. I understand that it is my responsibility to adhere to the essential duties outlined within this job description.

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

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_