

# Water Treatment Plant Operator

## Position Announcement

Skagit PUD is seeking an experienced operator to join our Water Treatment Plant team. This is skilled work involving the operation and maintenance procedures at a 21 MGD direct filtration plant and related facilities. This position reports directly to the WTP Superintendent, and operators follow regulations and procedures for efficient and thorough water treatment as set forth by the EPA, WA State, and the District. The WTP Operator will:



- Operate the treatment facilities to process raw and finished water.
- Monitor gauges, meters, and control panels and interpret to assure proper operations & determine processing needs.
- Maintain shift logs and record meter and gauge readings; interpret test results.
- Collect water samples and perform routine laboratory tests and analysis.
- Maintain disinfection feed systems (including chlorine dioxide, chlorine gas, and ammonia), the chlorine gas scrubber and emergency electrical generator.
- Perform cleaning tasks for filter bays, flocculation basins, backwash recycle basins, sludge lagoons and reservoirs.
- Receiving/unloading supplies & equip.
- Perform tasks required in the maintenance of facilities and grounds.
- Other related duties as assigned.

**Qualifications:**

- High school diploma or GED.
- Must possess a valid WA WTPO 2 Certification, with the ability to obtain a WTPO 3 certification within one (1) year of hire.

- Must meet the WA State eligibility requirements for Cross Connection Control Specialist (CCS) certification and get certification within twelve (12) months of hire.
- Valid driver's license & the ability to swim
- Acceptance of on-call status and willingness to work rotating shifts including nights, weekends and holidays.
- Ability to read and carry out written and oral instructions.
- Ability to do mathematical equations.
- Working knowledge of occupational hazards and safety precautions applicable to a water treatment plant.
- Working knowledge of: Pumps, electric motors, piping, control systems, mechanical, electrical, and hydraulic principles.
- Ability to work effectively and collaboratively with other operators and departments within the District.

Hourly Wage: Union pay scale. Current wage for a District WTPO Level 3 is \$33.94 hourly.

Please submit:

1. A completed District employment application form
2. A resume & cover letter
3. Three professional references including titles, phone numbers, and e-mail

Position will remain open until filled. Application review will begin on **Friday, June 28, 2019**. Submissions are encouraged prior to that date to ensure consideration. Packets should be submitted to:

Kathleen White, HR Manager  
Skagit PUD  
1415 Freeway Drive, P.O. Box 1436  
Mount Vernon, WA 98273-1436  
email: white@skagitpud.org

The successful candidate must provide documentation of U.S. citizenship or lawful authorization to work in the U.S.



**JOB TITLE:** Water Treatment Plant Operator 2

**DATE:** May 2019

**REPORTS TO:** WTP Superintendent

**FLSA:** Non-Exempt Union Pay Scale

**POSITION PURPOSE**

This is skilled work involving standard operating and maintenance procedures at a 21 MGD direct filtration plant and related facilities. Facilities include three (3) on site steel reservoirs, two raw water pumping stations, main water treatment building, flocculation basins, direct filtration filters, and two sludge lagoons. The Judy Reservoir WTP source is a 4900 acre/ft raw water impoundment fed by the SRD and watershed streams.

Operators will follow regulations and procedures for efficient and thorough water treatment as set forth by the Environmental Protection Agency, the State of Washington, and the District.

No.	CORE JOB RESPONSIBILITIES	% of Time	EF	SF
1	<p><b>WTP Operations</b>            Complete and/or assist with the completion of the following tasks in the operation of the treatment facilities:</p> <ul style="list-style-type: none"> <li>✓ Assist with control flow and processing of raw and finished water.</li> <li>✓ Working knowledge of gauges, meters, control panels and SCADA to assure proper operation of the treatment plant.</li> <li>✓ Assist with maintaining shift log and record meter and gauge readings. Observe variations in operating conditions and take corrective actions as necessary.</li> <li>✓ Assist with interpreting test results to determine processing requirements.</li> <li>✓ Assist with operating valves and gates either manually or by remote control.</li> <li>✓ Assist with starting and stopping pumps, engines, and generators to control/adjust flow and treatment processes.</li> <li>✓ Assist with collecting samples and performing routine laboratory tests and analyses.</li> <li>✓ Assist with operating power generating equipment.</li> </ul>	80	X	

	<ul style="list-style-type: none"> <li>✓ Assist with maintaining the plant's disinfection feed systems, including chlorine dioxide, chlorine gas, and ammonia.</li> <li>✓ Assist with maintaining the plant's chlorine gas scrubber and emergency electrical generator.</li> <li>✓ Assist with the operating and maintaining raw water intake systems to Judy Reservoir. Maintain and monitor Judy Reservoir/earthen dams. Includes piezometers, weirs and structures.</li> <li>✓ Assist in receiving deliveries of equipment, dry and liquid chemicals, and supplies for the plant. Investigate and initiate purchases of parts and supplies. Store and track inventory.</li> </ul>			
2	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>✓ Perform routine maintenance on mechanical equipment and manual tasks involved in cleaning filter bays, flocculation basins, backwash recycle basins, sludge lagoons and reservoirs.</li> <li>✓ Manual tasks involved in the maintenance of building and grounds, which may include: Mowing lawns, fertilizing, and watering, waxing and mopping floors, dusting and washing windows.</li> </ul>	15	X	
3	Perform other related duties as required.	5		X

**Education/Certifications:** High School diploma or GED is required. Must possess at least a Washington State Grade 2 Water Treatment Plant Operator Certification to be promoted or hired at this level.

**Job Responsibilities Specific to WTPO 2**

Employees at this level are expected to competently perform all job functions and gain continued experience through time worked at the plant. Under general supervision, the WTPO 2 will perform all job tasks as outlined in 1-3 above.

**Core Job Requirements:**

- ✓ A valid driver's license.
- ✓ The ability to swim.
- ✓ Must accept on-call status.
- ✓ Must be willing to work rotating shifts including nights, weekends, holidays and unique periods of District O & M activities.

**Other Knowledge, Skills & Abilities:**

- ✓ Expected to exercise good judgment and make decisions within the scope of each assignment.
- ✓ Knowledge of proper job procedures and the occupational hazards and necessary safety precautions specific to a water treatment plant, and the ability to follow them consistently.

- ✓ Solid understanding of safety requirements and District safety policies and procedures, and the demonstrated use and adherence to them at all times.
- ✓ Ability to read and carry out written and oral instructions.
- ✓ Accurate and timely data entry, and the willingness and ability to use required technology adopted by the District.
- ✓ Ability to maintain a professional, courteous attitude when interacting with the public, vendors and co-workers.
- ✓ Ability to work collaboratively and effectively with other departments, employees, and outside entities. Must be able to form effective and respectful working relationships.
- ✓ Prompt and regular attendance is mandatory.
- ✓ Working knowledge of pumps, electric motors, piping, and control systems and other equipment common to water treatment facilities.
- ✓ Math proficiency, including basic algebra, geometry, and the ability to easily add, subtract, multiply and divide.
- ✓ A high level of proficiency in using a variety of software, hardware, and technology-based tools as determined to be required for the job.
- ✓ Working knowledge of mechanical, electrical, and hydraulic principles.
- ✓ Ability to interpret changing conditions or requirements into predicted adjustments and impacts to the treatment process.

**Level of Decision Making & Job Complexity:** An experienced and educated judgment is required in responding to changing conditions in treatment plant operation and water quality to protect both District assets and public health. Work at all levels is monitored for accuracy, safety, and overall results.

**Number and Titles of All Persons Supervised:** None.

**Safety Requirements:** The District promotes a work environment that prioritizes a culture of safety at all levels. The incumbent must maintain a working knowledge and comply with all safety and health requirements specified by WA DOSH and other regulatory agencies, as well as District safety and health policies and procedures that apply to this positions scope of work.

**Language Requirement:** Candidate must be proficient in reading, writing and speaking English.

**Working Conditions and Physical Requirements:**  
See attached.

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The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

# Physical Requirements Analysis

## for the position of: WTPO 2

Please check those activities that are essential functions of the position:

### 1. Body Movements

Sitting	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Standing	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Very Freq.
Walking	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Very Freq.
Balancing	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Lifting weight	<input type="checkbox"/> 0-19 lbs	<input checked="" type="checkbox"/> 20-39 lbs	<input type="checkbox"/> 40-59 lbs	<input type="checkbox"/> >59 lbs
Lifting frequency	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Bending/kneeling	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Reaching/overhead	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Pushing/pulling	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Crawling	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Climbing ladders	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Climbing stairs	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Twisting	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Gripping	<input type="checkbox"/> None	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.
Driving	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Frequently	<input type="checkbox"/> Very Freq.

### 2. Repetitive Hand Motion

Occasional = 2 hours/day; frequently = up to 4 hours/day

Keyboarding/typing	<input type="checkbox"/> Some	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently
Gripping/clicking mouse	<input type="checkbox"/> Some	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently
Collating/filing	<input type="checkbox"/> Some	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently
Telephone	<input type="checkbox"/> Some	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Frequently

### 3. Seeing, Talking, Hearing

<input checked="" type="checkbox"/> Accurate color perception	<input checked="" type="checkbox"/> Accurate depth perception
<input checked="" type="checkbox"/> Close vision	<input type="checkbox"/> Distance vision
<input checked="" type="checkbox"/> Ability to hear emergency communications and commands	
<input checked="" type="checkbox"/> Ability to communicate verbally in	<input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish

### 4. Physical Environment/Hazards

<input checked="" type="checkbox"/> Ladders	<input type="checkbox"/> Excavation/trenching
<input checked="" type="checkbox"/> Confined spaces	<input type="checkbox"/> Electrical
<input type="checkbox"/> Paint/lacquer	<input checked="" type="checkbox"/> Solvents
<input checked="" type="checkbox"/> Outdoor temperatures	<input checked="" type="checkbox"/> Temperature controlled office setting
<input checked="" type="checkbox"/> Natural light	<input checked="" type="checkbox"/> Artificial light

### 5. Machine Operations

<input checked="" type="checkbox"/> Automobile	<input checked="" type="checkbox"/> Truck	<input type="checkbox"/> Forklift	<input checked="" type="checkbox"/> Tractor
<input checked="" type="checkbox"/> Compressor, Manlift			
<input checked="" type="checkbox"/> Maintenance tools such as chain saws, compactors, various hand and power tools, weed eaters, lawn mowers, generators, valve wrenches, sledgehammers, air tools, etc.			
<input checked="" type="checkbox"/> Office machines such as computers, copiers, postage machines, fax, telephones, etc.			