



Public Works Department
WRF Operator – Water Reclamation Facility (WWTP)
(Maybe Underfilled as WRF Operator In Training)
Position Announcement

VACANCY POSTING

The City of Livingston, Montana is seeking a highly motivated individual to perform role of WRF Operator within the Public Works Department. This WRF Operator role in Water Reclamation Facility (WRF) is a fulltime position in the WRF Department. Water Reclamation Plant Operators perform a variety of duties involved in the operations, process, control, routine maintenance, and sludge dewatering at the wastewater treatment plant facility. Wastewater Treatment Plant Operators must possess or acquire a Class I Wastewater Plant Operator Certificate issued by the State of Montana. This position is a vital position working in consultation with the Foreman and other WRF Operators.

Qualifications:

- Experience in operations, process control, and routine maintenance experience at a wastewater treatment facility. Two years of experience or a combination of experience and education, is preferred.
- Must possess a high school diploma or GED
- Possession of – or ability to obtain, within 12 months of appointment – a Class I Wastewater Plant Operator Certificate issued by the State of Montana. Requirement may be extended beyond 12 months based on testing times and / or mutual agreement. Until certificate is issued, WRF Operator in Training pay rate applies.
- CPR Certification, Automated External Defibrillator (AED) and Basic First Aid are preferred.
- Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.
- Dependent upon qualifications may be underfilled as a WRF Operator in Training

Annual Salary:	WRF Operator	\$42,920 (Class 1 Cert complete)
	WRF Operator in Training	\$40,398 (Class 1 Cert not complete)

Application Deadline: Open Until Filled

A Resume and Completed Supplemental Questions Applicant should be turned into Lisa Lowy in Human Resources as soon as possible.

For questions about the position, please contact City of Livingston Human Resources at 406-823-9870 or email HR@livingstonmontana.org

**WRF Operator – Public Works Supplemental Questions
March 2019**

Directions:

Please answer the following questions to be considered for the Maintenance 2-Public Works position. Feel free to attach separate pages with typed answers to the questions. You must answer all of the supplemental questions to be considered for this position.

Supplemental Questions

1. In your opinion and/or from previous experience what types of responsibilities does a Water Reclamation Facility (WRF) Operator have?
 - a. Of the responsibilities identified above, which is the most important and why?

2. Describe your experience with a Biological Nutrient Removal (BNR) treatment facility?

3. How does this position meet your long term objectives?

4. How would you handle a situation where an employee continues to talk poorly of other employees or even a supervisor on an ongoing basis?

5. What makes you the best candidate for this position?

CITY OF LIVINGSTON, MONTANA
POSITION DESCRIPTION
November 2017

Position: Water Reclamation Facility Operator

Department: Public Works

Accountable to: Water Reclamation Facility Foreman

FLSA Status: Non-exempt

Summary of Work:

Water Reclamation Facility Operators perform a variety of duties involved in the operations, process, control, routine maintenance, and sludge dewatering at the water reclamation facility. Water reclamation facility Operators must possess or acquire a Class IC Wastewater Plant Operator Certificate issued by the State of Montana.

Job Characteristics:

- Water reclamation facility Operators perform a variety of duties involved in the operations, process, control, routine maintenance, and sludge dewatering at the water reclamation facility.

Personal Contacts:

- The nature of the work performed requires that the employee establish and maintain effective working relationships with city employees, outside contractors, and the general public.

Supervision Received:

- Receives daily supervision from the Water reclamation facility Foreman.

Supervision Exercised:

- None.
-

Examples of Essential Functions

- Operate all equipment within the wastewater treatment facility involved in a variety of duties including but not limited to:
 - rag and grit collection and removal
 - primary clarifiers operation and maintenance
 - operation and maintenance of Biological Nutrient Removal treatment facility, ICEAS
 - Routine maintenance of pumps, motors and engines in accordance with standard operating procedures.
 - ultra violet disinfection operation and maintenance
 - aerobic digester operation and maintenance
 - dewatering screw press operation
 - chlorination system
 - Emergency generator operation and maintenance
 - sludge pumping operation and maintenance
 - composting operation
 - flow measurement
 - MPDES required sampling
 - sampling equipment maintenance
 - Headworks operation and maintenance

- receiving stream monitoring
- Perform and process a variety of quality control tests including centrifuge spins, microscopic examination, turbidity, sludge volume index, sludge blanket, pH, temperature, dissolved oxygen, and settleometer tests.
- Perform lab testing and analysis including tests of volatile suspended solids, total suspended solids, biochemical oxygen demand, settleometer, centrifuge spins, and microexaminations.
- Perform mathematical computations related to plant control.
- Assist in routine, preventive, and emergency maintenance of mechanical equipment.
- Assist in preparation of accurate daily operation records;
- Adjust operational parameters to maintain plant performance in accordance with plant objectives determined by the Wastewater Plant Foreman.
- Maintain effective written and oral communication and working relationships with superiors, supervisors, employees, and other personnel involved in City's operations.
- Train lower level staff assigned to the Water reclamation facility.
- Participate in the organization and conduction of process control and safety meetings.
- Prepare and present technical papers.
- Operates heavy equipment including loaders and skid steers.
- Provide plant tours and information to the general public.
- Be available via pager respond to alarm conditions.
- Be available for flexible work week schedule that includes the weekend.
- Perform manual labor and plant cleanup daily.
- Assist the sewer maintenance crew as needed.
- Perform other duties in the Public Works Department as assigned.

Safety Related Duties:

- Report occupational injuries, illnesses and near misses immediately to the Foreman. Follow Foreman instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the Foreman.
 - Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Foreman.
 - Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Foreman as appropriate.
-

Position Related Qualifications

Knowledge of:

- Care, maintenance, and repair of mechanical equipment including pumps, valves, and electric motors.
- Tools and equipment used in maintenance and repair work.
- Basic principles of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.
- Operating characteristics of mechanical and electrical systems.
- Operational characteristics of specialized wastewater treatment equipment and disposal systems.
- Materials, methods, and practices used in the operation of wastewater treatment facilities and equipment. Policies, operating routines and MPDES Discharge Permit requirements of the wastewater treatment facility.
- Fundamentals of laboratory analysis, interpretation, and calculations.
- Occupational hazards and standard safety precautions necessary in water reclamation facility operations.
- Pertinent Federal, State, and local laws, codes, and regulations.

Skill and Ability to:

- Learn to operate and maintain treatment plant equipment and facilities.
 - Operate a motor vehicle safely.
 - Perform manual labor for extended periods of time in all types of weather.
-

Education and Experience

The above knowledge, skills, and abilities are typically acquired through a combination of the qualifying education and experience listed below.

Education:

- A high school diploma or equivalent.

Required Experience and Training:

- A high school diploma, GED, or equivalent.

Preferred Experience:

- Experience in operations, process control, and routine maintenance experience at a wastewater treatment facility. Two years of experience or a combination of experience and education.

Licenses or Certificates:

- Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.
 - Possession of – or ability to obtain, within 6 months of appointment – a Class IC Wastewater Plant Operator Certificate issued by the State of Montana.
-

Job Performance Standards

Evaluation of this position will be based primarily upon performance of its essential functions. The following criteria will receive special consideration during performance evaluations. (Part 2 - evaluation form.)

1. Perform lab testing and analysis, quality control testing, and reporting duties in compliance with city, state, and federal regulations and standards.
 2. Operate all equipment within the water reclamation facility.
 3. Assist in routine, preventive, and emergency maintenance of mechanical equipment and plant facilities.
 4. Establishes and maintains effective working relationships with city employees, outside contractors, and the general public.
 5. Perform manual labor and plant cleanup daily.
-

Physical Demands / Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form; operate heavy equipment, visually inspect site premises, and repair and maintain public infrastructure.

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate heavy equipment.
 - Sufficient hearing, with or without reasonable accommodation, to comprehend instructions from colleagues and supervisors.
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently function in the operation of heavy equipment and the performance of general maintenance work, including stooping, bending, twisting, crawling, climbing, and walking.
 - May frequently lift up to 25 pounds and 50 pounds occasionally.
 - The work environment is usually indoors and moderately quiet but frequent outside on-site inspections are necessary.
 - Must be able to transport self from work site to work site.
-

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____