

JOB DESCRIPTION

ASSISTANT PLANT OPERATOR



JOB OVERVIEW

JOB TITLE	ASSISTANT PLANT OPERATOR		
JOB LOCATION	PORT INDUSTRIAL WASTEWATER TREATMENT FACILITY		
REPORTS TO: NAME	CORY WILSON	SUPERVISES:	NONE
REPORTS TO: TITLE	OPERATOR	SALARY:	\$65,000 - \$80,000
POSITION OVERVIEW	The Port operates an Industrial Wastewater Treatment Facility. The Assistant Plant Operator helps maintain, diagnose, and repair IWW treatment systems. These are composed of mechanical, chemical, and biological elements.		

POSITION DETAILS

<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> EXEMPT	<input checked="" type="checkbox"/> NONEXEMPT
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ESSENTIAL JOB FUNCTIONS	<p>THE FOLLOWING LIST REFLECTS THE ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF THIS POSITION, BUT SHOULD NOT BE CONSIDERED ALL-INCLUSIVE. THE INCUMBENT WILL BE EXPECTED TO PERFORM OTHER RELATED DUTIES AS ASSIGNED.</p> <ul style="list-style-type: none"> Assists in planning, assigning and supervising work of facility technicians in the operation of water treatment, plant maintenance and equipment repair. Perform preventative maintenance on treatment equipment. Troubleshoot pumps, electric motors, controls, generators, filters, gear boxes, machines, and flow meters. Operate equipment, backhoe, forklift, and vehicles. Maintain equipment used in the treatment of the Port's wastewater system to include, but not limited to: pumps, flow meters, samplers and water quality parameter probes. Assist in maintaining the chemical and biological levels necessary to optimally operate the system. Comply with all local, State and Federal regulations as applicable; communicating with regulating agencies as needed. Perform general housekeeping duties and ground maintenance.
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PREFERRED QUALIFICATIONS	<p><u>KNOWLEDGE</u></p> <ul style="list-style-type: none"> Basic understanding of the principles of electricity. Understand computer SCADA systems and PLC systems. Familiar with electronic controls and instrumentation. Basic computer skill, knowledge in creating and using spreadsheets and word processing software . Basic machinery maintenance and repair. Safety practices and procedures applicable to industrial wastewater facility maintenance and repair. Basic understanding of the chemical and biological components of treatment. <p><u>ABILITIES</u></p> <ul style="list-style-type: none"> Communicate effectively in written and verbal format. Work with little or no supervision independently and as a team member. Follow verbal and written instructions. Must be punctual and possess a strong work ethic. Position requires mobility and ability to lift heavy materials and equipment. Manual dexterity and coordination required. Read and understand construction drawings, specifications, flow diagrams, equipment manuals, O&M manuals and technical documents. Repair and troubleshoot switches, outlets, lights, VFD's, PLC's, controls and instrumentation. Rotating, on-call duties assigned after probationary period, to include weekends. Collect wastewater samples for testing. <p><u>EDUCATION</u></p> <ul style="list-style-type: none"> High school diploma or GED. Preferably 2 years of college or technical school.
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ASSISTANT PLANT OPERATOR



EXPERIENCE	<p><u>EXPERIENCE</u></p> <ul style="list-style-type: none"> • Two plus years experience in wastewater treatment, irrigation, general construction or plant maintenance. • Possess a valid Washington State driver's license. 	
WORKING CONDITIONS	<p>THE PHYSICAL DEMANDS DESCRIBED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB. THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITES TO PERFORM THE ESSENTIAL FUNCTIONS.</p> <ul style="list-style-type: none"> • Hours of operation are 8 - 4:30 M-F. • Rotating, on-call duties assigned after probationary period, to include weekends. • Subject to 24-hour call back, for emergency conditions. • Duties involve the ability to lift 50 lbs. • Position requires mobility, bending, stooping and turning large valves. • Walking on uneven terrain and concrete daily. • Work is performed both indoors and outdoors in all weather conditions. • Duties include working in confined spaces and off ladders or lifts. 	
POSITION FILLED		
PERSON HIRED		DATE HIRED
REVIEWED BY: NAME & TITLE		
APPROVED BY: NAME & TITLE		
ADDITIONAL COMMENTS		