



## **Job Announcement – City of Middleton Public Works Wastewater Treatment Plant Operator**

Application Deadline: Open until filled. The city will perform a first review of applications January 5, 2023.

Salary Range:           Level 2 Operator: \$23 to \$27/hr Non-Exempt  
                                  Level 3 Operator: \$28 to \$32.5/hr Non-Exempt  
                                  Level 4 Operator: \$31 to 35.15/hr Non-Exempt

Benefits:                 Paid vacation and sick leave, PERSI retirement, life insurance, and City pays 100% employee health insurance (medical/dental) premiums for employees and 50% for dependents.

### **JOB DESCRIPTION**

The Wastewater Treatment Plant Operator position is licensed operator capable of maintaining and operating the City's Wastewater Treatment Plant (WWTP) safely and in accordance with the State's IPDES permitting requirements. The position shall service mechanical equipment, perform laboratory analysis, and adjust biological treatment processes at the City's WWTP.

### **THE OPPORTUNITY**

The City of Middleton's WWTP currently operates as a class 3 facility utilizing mechanical screens, an SBR process, and UV disinfection. The plant currently operates with an average daily flow of 0.8 MGD. This position will replace a retiring employee.

Significant growth in the City is leading to corresponding growth in the wastewater treatment facilities. A design of an expansion to the plant is underway that will utilize a conventional activated sludge treatment process with biological nutrient removal, tertiary filtration, and biosolids processing. This operator position will be an integral part of the successful design, construction, and start-up of the new plant.

The City's operators are also actively involved in implementation of a pilot study demonstrating the effectiveness of year-round land application of treated effluent for agricultural uses. The City is also developing a natural treatment approach to removing phosphorus from Mill Slough should a pollutant credit system become feasible. The City is developing plans for a recycle water system to beneficially use the water in City trails or a developing industrial district. Finally, the City anticipates its operators will be instrumental in implementing a new IDPES permit expected to be issued in the near future.

### **MINIMUM QUALIFICATIONS**

2-3 years of work experience in municipal or industrial wastewater treatment facilities.

Idaho Wastewater Treatment Plant Operator 3 or 4 license. A Wastewater Treatment Operator 2 license may be considered for the position with the provision that the individual obtains licensure as a Wastewater Operator 3 within the first 180 days of hire. Please check licensure requirements with IBOL to verify your eligibility for this certification.

Graduation from high school or equivalent.

Possession of valid Idaho State Driver's License with record free from serious or frequent violations

#### **Physical Requirements**

Positions in this class require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Operators often lift and move objects up to 50 lbs.

Operators need to operate hand tools, mowers, trimmers, blowers, chainsaws and other similar equipment.

Requirements outlined in this position description may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

#### **Other Desirable Qualifications**

Experience with electrical power distribution, instrumentation, or control systems.



## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with advanced proficiency.

### **Plant Operations**

The primary duty of the operator will be the daily operation of the City's WWTP. This generally entails cleaning process equipment and areas; servicing and repair of mechanical equipment; collection of process samples; performing laboratory analysis; and documentation of plant operations.

### **Pre-Treatment**

The operator shall assist in implementing the City's Fats, Oils, and Grease (FOG) and industrial pre-treatment programs.

### **Essential Relationship Expectations**

Keeps immediate supervisor and designated others accurately informed concerning work progress, present or potential work problems, and suggestions for new or improved ways of addressing such problems.

Communicates information and states concerns in a clear and professional manner. Respects the opinion of others and demonstrate a reasonable relationship with employees, supervisors, and others.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

### **Customer Service**

Employee shall be expected to occasionally convey information related to the above job duties to the general public, elected officials, or other employees. All interactions are expected to be conducted in a responsive and accountable manner by providing information in a timely and accurate manner.

Employee will interact with other employees, including those responsible for maintaining the sanitary sewer collection system, to ensure that City's sewer system is functional.

Employee shall provide input into the annual budget formulation for items related to their work.

### **Records Management**

Employee shall develop, organize, and maintain the WWTP electronic and physical files. Employee shall keep records and workspaces in an organized manner suitable to the Public Works Director.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Basic principles and practices of wastewater treatment plant operations including wastewater laboratory protocols, record keeping, algebra, physics, fluid flow to ensure accurate and efficient measurements, electrical and electronics principles, and desktop computing programs.

Federal, State, and City safety rules, regulations, policies, and procedures.

### **Ability to:**

Implement safety protocols such as confined space entry and utilization of lock out tag out procedures.

Operate and maintain related plant equipment, including computerized and mechanical equipment as required efficiently and effectively.

Perform standardized chemical control tests and other related laboratory tests.

Collect, test, and analyze water samples.

Communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Understand and execute moderately complex oral and written instructions.



Read and interpret engineering plans and specifications.

### **SUPPLEMENTAL INFORMATION**

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.

#### **Work Environment**

Work will be performed both indoors and outdoors throughout all seasons of the year. Work areas often exhibit foul or objectionable odors. Work will occur in areas with moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, workspace restrictions, and intense noises. The operator is expected to work safely with hazardous materials and in potentially hazardous environments.

#### **Hours**

This is a full-time, Fair Labor Standards Act overtime non-exempt position.

The operator will be scheduled for a 40hr work shift each week. Current work schedules for Wastewater Treatment Plant Operators is Monday through Thursday, 7:00am to 4:00pm; and a 7:00am to 4:00pm Friday shift followed by 4hr shifts on Saturday and Sunday alternating weekends. Operators are "on-call" during alternating weeks. Work beyond the 40 hours is typically compensated with "Comp Time" at a ratio of 1:1.5.

Occasional evening or alternate shifts outside of the regular work schedule may be necessary.

Attendance at City Council meetings or other off-duty events is not anticipated.

#### **SUPERVISION RECEIVED**

This position works under the general supervision of the Public Works Director or his/her designee.

#### **SUPERVISION EXERCISED**

This is a non-supervisory position. However, the employee may oversee the work of other employees as required.

### **HIRING PROCESS:**

Please submit a cover letter, resume, and city employment application (available online at [www.middleton.id.gov](http://www.middleton.id.gov)) to:

City of Middleton,  
P.O. Box 487,  
Middleton, Idaho 83644

or

[citmid@middletoncity.com](mailto:citmid@middletoncity.com)

The city will conduct interviews with selected qualified candidates.

Contact information for three professional references will be required of candidates prior to the City making an offer of employment.

Hiring decisions will be based on application materials, rating of education and experience, oral interview, reference check, examples of relevant work products, and/or job-related tests.