



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

March 2011

## Application Package

### ***Senior Wastewater Treatment Plant Operator***

Thank you for your interest in the Senior Wastewater Treatment Plant Operator position for the City of Snohomish.

***This application package includes:***

- A copy of the job announcement;
- A copy of the job description; and
- A five-page application form.

***A completed application will include the following:***

- A completed and signed application form; and
- A letter of interest and detailed resume.

*Applicants who need accommodation during any part of the application or interview process should call Pat Adams, Human Resources Manager at 360-568-3115.*

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**Submit to:**

City of Snohomish Human Resources  
116 Union Avenue  
Snohomish, WA 98290

**OPEN UNTIL FILLED**

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**SENIOR WASTEWATER TREATMENT PLANT OPERATOR  
Snohomish, Washington**

Position is responsible for the operation and maintenance of the wastewater treatment plant; ensures compliance with all state and federal wastewater quality standards; plans, assigns, oversees and reviews the work of maintenance and operation staff; monitors wastewater treatment plant processes; conducts routine, preventative and emergency maintenance activities on plant equipment and keeps equipment maintained; oversees and performs laboratory tests. Position requires: Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater collection and treatment processes; and three years of increasingly responsible experience in the operation of wastewater treatment facilities, including at least two years as a certified Wastewater Treatment Plant Operator II in the State of Washington. Must successfully pass criminal background and pre-employment driver's records check. Annual salary: \$48,000-61,464 DOQ, plus benefits. Applications available at Snohomish City Hall, 116 Union Avenue, (360) 282-3162, or download at [www.ci.snohomish.wa.us](http://www.ci.snohomish.wa.us).

**SENIOR WASTEWATER TREATMENT PLANT OPERATOR**

**SUMMARY DESCRIPTION**

Under direction, leads, oversees, assigns, reviews, and participates in the more complex and difficult work of staff responsible for the operation and maintenance of the wastewater treatment plant; ensures compliance with all state and federal wastewater quality standards; monitors wastewater treatment plant processes; oversees and makes repairs and adjustments to equipment in the operation and maintenance of the wastewater treatment plant; oversees and performs laboratory tests; prepares and submits a variety of reports; ensures adherence to safe work practices and procedures; and provides training to lower level personnel.

**ESSENTIAL FUNCTION STATEMENTS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, prioritizes, assigns, oversees, reviews, and participates in the work of staff responsible for the maintenance and operation of the Wastewater Treatment Plant.
2. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
3. Conducts routine, preventative and emergency maintenance activities on plant equipment and keeps equipment maintained; makes minor repairs on mechanical and electronic equipment; learns to troubleshoot programmable logic controllers and telemetry equipment; performs grounds and building maintenance tasks; and trains other employees to perform these tasks.
4. Participates in the selection of assigned wastewater treatment plant staff; provides or coordinates staff training; performs performance evaluations for assigned employees; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the wastewater treatment plant program budget; submits budget recommendations; monitors expenditures.
6. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
7. Oversees and performs all levels of operation and required laboratory testing at the Wastewater Treatment Plant to insure quality control to meet all state and federal wastewater quality standards.
8. Monitors, analyzes, and adjusts all treatment processes within the plant; reads plant equipment gauges, charts, dials, graphs, computer screens, meters, and other instrumentation; maintains an operational log.
9. Checks equipment such as pumps, valves, motors, and electric and mechanical equipment to ensure proper operation.
10. Alters or adjusts chemical treatment of the plant as necessary.
11. Records and analyzes plant chemical usage; monitors stock supply; trains employees on safe chemical

usage and handling.

12. Prepares and/or reviews and submits all reports, documentation, certification and other submittals required to meet State and Federal wastewater quality standards.
13. Develops preventative maintenance programs for City wastewater facilities and equipment.
14. Orders, stores and accounts for chemicals and for other materials and supplies used at the wastewater treatment plant.
15. Inspects and prepares reports for required plant operation, construction activities, accidents or damage assessments.
16. Coordinates with management staff to identify needed capital improvements and to help in the establishment of cost estimates.
17. Prepares reports, keeps records and files information using a computer; oversees and maintains maintenance logs for daily activities.
18. Maintains records concerning operations and programs; prepares reports on operations and activities.
19. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
20. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
21. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of wastewater; incorporates new developments as appropriate into programs.
22. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operations, services, and activities of a wastewater treatment plant.

Principles of lead supervision, training, and performance evaluation.

Plan and organize work to meet changing priorities and deadlines.

Principles, practices, and procedures used in the operation and maintenance of a wastewater treatment plant.

Wastewater Treatment Plant operations and maintenance requirements, including state, federal and local laws and regulations, as well as proposed future mandates under study at the state and federal levels.

Current technology for testing and treating wastewater.

Advanced principles, practices, and techniques of all typical maintenance and construction for wastewater treatment and collection systems, pumps, valves, lift stations, and other related wastewater system components.

Operation of construction equipment such as a catch basin cleaner and system jetter, backhoe, frontend loader, tractor, dump truck, dozer, roller, and other general construction equipment.

Operation of power tools such as compactor, jack hammer, pavement cutter, pipe saw, and other types of power equipment.

Construction materials such as earth materials, cement concrete, concrete and metal structures, various pipe types, and other construction type materials.

Establishing, monitoring, and implementing a line item budget for tools, minor equipment, materials and basic services.

Modern management and supervisory techniques.  
Office procedures, methods, and equipment including computers.  
Mathematics principles and practices.  
Basic principles and practices of municipal budget preparation and administration.  
Principles and procedures of record keeping.  
Occupational hazards and standard safety practices.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Lead, organize, and review the work of staff in the maintenance, construction, and operations of wastewater treatment.  
Oversee, operate, and maintain the City's wastewater treatment plant.  
Read and comprehend technical papers and trade publications related to wastewater treatment.  
Schedule, identify and set priorities of multiple tasks, including maintenance needs and to estimate and allocate needed materials.  
Prepare and maintain the necessary reports and statistical information relative to the division's responsibilities.  
Perform moderate physical labor.  
Work under steady pressure with frequent interruptions.  
Conduct routine mathematical calculations.  
Operate office equipment including computers.  
Adapt to new and/or modified equipment and programming which may be acquired.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater collection and treatment processes.

**Experience:**

Three years of increasingly responsible experience in the operation of wastewater treatment facilities, including at least two years as a certified Wastewater Treatment Plant Operator II in the State of Washington.

**License or Certificate:**

Possession of a valid Washington State Driver's License.

Must possess and maintain a current Wastewater Treatment Plant Operator II certification required by State and Federal authorities for wastewater collection and treatment.

Possession of a valid Commercial Driver's License is desirable.

**Other**

Ability to successfully complete various required training classes to obtain and maintain certificates necessary for functional skills performance, maintenance and improvement.

Must successfully pass the city's criminal background and pre-employment driver's records check.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

**Physical:** Incumbents require sufficient mobility to walk, stand, and sit for prolonged periods of time; exert required physical effort to perform moderate to heavy physical work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing, and pulling; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.



# CITY OF SNOHOMISH

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116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TELEPHONE (360) 568-3115 FASCIMILE (360) 568-1375

## EMPLOYMENT APPLICATION

|  |  |
|--|--|
| An incomplete application may delay action or disqualify you. Please type or use ballpoint pen in completing this application. | <b>Position Applied For:</b><br>Senior Wastewater Treatment Plant Operator |
|--|--|

### PERSONAL

|  |   |             |
|--|---|-------------|
| <b>Name: Last</b>  | <b>First</b>  | <b>M.I.</b> |
| <b>Street Address:</b>   | <b>Home Phone:</b>  |             |
| <b>City:</b><br><b>State:</b> _____ <b>Zip:</b> _____<br><i>Have you resided at the above address at least 3 years? If no, give prior address below.</i> | <b>Daytime Phone:</b>   |             |
| <b>Prior Address:</b> _____  | <b>If under 18 years of age, can you furnish a work permit?</b><br>( ) YES ( ) NO |             |
| <b>Driver's License Number/State</b> _____<br><i>Expiration Date:</i> _____<br><i>(if driving is an essential job function)</i>                          |   |             |
| Have you ever applied for employment with the City? ( ) YES ( ) NO<br>If yes: Month and year _____ Department _____                                      |   |             |
| Are you available for full-time employment? ( ) YES ( ) NO<br>If not, when can you work? _____   |   |             |
| You may need to work overtime. Will such a requirement create a problem for you? ( ) YES ( ) NO  |   |             |
| Are you legally eligible for employment in the United States? ( ) YES ( ) NO<br>If no, why? _____  |   |             |
| Do you have relatives working for the City? If yes, who? _____   |   |             |
| Have you ever worked for, or are you acquainted with, other City employees? ( ) YES ( ) NO<br>If yes, who? _____   |   |             |

### EDUCATION

| TYPE OF SCHOOL            | SCHOOL AND LOCATION | MAJOR COURSES | CREDIT HOURS EARNED | YEARS ATTENDED | DEGREE RECEIVED |
|---------------------------|---------------------|---------------|---------------------|----------------|-----------------|
| High School or GED        |                     |               |                     |                |                 |
| Business or Technical     |                     |               |                     |                |                 |
| Undergraduate Studies     |                     |               |                     |                |                 |
| Graduate Studies          |                     |               |                     |                |                 |
| Other Courses or Training |                     |               |                     |                |                 |

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? ( ) YES ( ) NO

Describe your abilities, knowledge and skills that qualify you for this position:

|  |
|--|
|  |
|  |
|  |

List your licenses or certificates (professional or trade licenses or certificates required for this position)

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|  |
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|  |

Have you been convicted of a criminal offense within the past 10 years? (An affirmative answer will not automatically disqualify you from being considered for employment.)

YES  NO If yes, list below:

| Name of Court   | City and State | Date of Conviction |
|-----------------|----------------|--------------------|
|                 |                |                    |
|                 |                |                    |
| <b>Details:</b> |                |                    |

## WORK HISTORY

Beginning with your present or most recent employment, list your work experience history for the last 10 years. Attach additional sheets as necessary. **COMPLETE THE FOLLOWING SECTIONS EVEN IF YOU ARE SUBMITTING A RESUME IN ADDITION TO THIS APPLICATION. AN INCOMPLETE APPLICATION MAY DELAY ACTION OR DISQUALIFY YOU.**

**In evaluating your application, we may contact the employers listed below, unless you indicate those you do not want us to contact and state a reason.**

|   |  |                  |
|---|--|------------------|
| Employer's Name:  | From   | To               |
| Address:  | Supervisor:  |                  |
| Phone:  | Hours worked per week:                                       | Starting Salary: |
| Position Title:   | Ending Salary:   |                  |
| Primary Duties:   | Number of employees supervised by you:                       |                  |
| Reason for leaving (if still employed, indicate reason for wanting to leave): | May we contact your employer?<br>If no, please state reason. |                  |

|                     |   |                  |
|---------------------|---|------------------|
| Employer's Name:    | From  | To               |
| Address:            | Supervisor:   |                  |
| Phone:              | Hours worked per week:  | Starting Salary: |
| Position Title:     | Ending Salary:  |                  |
| Primary Duties:     | Number of employees supervised by you:                        |                  |
| Reason for leaving: | May we contact your employer ?<br>If no, please state reason. |                  |

|                     |  |                  |
|---------------------|--|------------------|
| Employer's Name:    | From   | To               |
| Address:            | Supervisor:  |                  |
| Phone:              | Hours worked per week:                                       | Starting Salary: |
| Position Title:     | Ending Salary:   |                  |
| Primary Duties:     | Number of employees supervised by you:                       |                  |
| Reason for leaving: | May we contact your employer?<br>If no, please state reason. |                  |

|                     |  |                  |
|---------------------|--|------------------|
| Employer's Name:    | From   | To               |
| Address:            | Supervisor:  |                  |
| Phone:              | Hours worked per week:                                       | Starting Salary: |
| Position Title:     | Ending Salary:   |                  |
| Primary Duties:     | Number of employees supervised by you:                       |                  |
| Reason for leaving: | May we contact your employer?<br>If no, please state reason. |                  |

Were you known by a different name by any of the above employers or educational institutions? ( ) YES ( ) NO  
If yes, please identify the employer or educational institution and state the name by which you were known:

\_\_\_\_\_

**DRIVERS RECORD REQUIREMENT**

For positions requiring a valid Washington State Drivers License, a five-year Employment Driving Record Abstract from the State Department of Licensing is required and must be attached to the completed employment application. Applications without the abstract will not be considered. A driving record abstract can be obtained at any State DOL office upon request. A nominal fee, plus your driver’s license for identification, is required by the State DOL office.

**ACCOMMODATION**

If you need accommodation in order to complete or participate in the application or interview process, please notify the Human Resources Office at (360) 568-3115.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the City to provide equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, age, veteran status, marital status, political affiliation, sexual orientation, the presence of sensory, mental or physical disability, or other basis prohibited by federal, state or local law. This policy applies to all areas of employment, including, but not limited to, recruitment, selection, placement, retention and separation.

**AT-WILL STATUS**

I understand that, if employed, I am employed “at-will” and the employment relationship between the City and me can be terminated with or without cause and with or without notice at any time by either the City or me.

**SIGNATURE AND ACKNOWLEDGEMENT**

I, the below-signed, make this application as an inducement to this Employer to evaluate my application and to employ me. I have read this completed application, including the Equal Employment Opportunity statement, and I certify that entries made by me are without omission and are a full, truthful account of my present and past activities. I authorize and give the right to the City to make a thorough, vigorous investigation of all entries made on this form by me and other materials I have provided. Any false or misleading statement or entry on this form and other material I have provided will result in my immediate termination, if I am employed. I agree to prompt payroll deduction of overpayments made to me or amounts owed to the City.

|       |   |
|-------|---|
| Date: | This is a legal document, read it carefully before signing.<br><br>Signature: |
|-------|---|

**AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_, hereby grant permission for the City of Snohomish, to contact any and all of my current/prior employers to inquire about any and all aspects of my current and prior employment. I understand and agree that the City of Snohomish may ask for and receive information regarding my performance, duties, compensation and any other matter in any way related to my current and prior employment. I hereby waive any right I may have, now or in the future, to bring a claim against the City of Snohomish, its past or present agents, employees, officials, representatives or attorneys, in their individual or official capacities, for any information about which it may inquire or receive from any of my prior employers. I also hereby waive any right I may have, now or in the future, to bring a claim against any of my current and prior employers, as well as their past or present agents, employees, officials, representatives or attorneys, in their individual or official capacities, for any information they may provide to the City of Snohomish. I acknowledge that this permission and waiver are freely and voluntarily given to the City of Snohomish.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date