

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB210 WPC Specialist
POSITION #/TITLE: 0427 WPC Wet End Operations Specialist	Adopted: 07-97
	Revised: 01-08

POSITION DESCRIPTION

Dept/Division: Utilities/Water Pollution Control	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 0315/NB205/WPC Operations Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer. Respirator qualified.	Position Testing: Requires use of SCBA
Personal Protective Equipment: Eye, Face, Hand, Hand, Reflective Vest, Hearing, Respirator, Protective Clothing, Gas Monitor	

General Statement of Duties

Maintains, modifies and monitors the water pollution control plant and facilities operational processes. Concentrated work responsibilities are focused in the specific technical operations of the wet end area of the plant. The wet end area encompasses but is not limited to Main Lift, Primary Clarification, Roughing Filters, Aerobic treatment both Carbonations and Nitrification with Cryogenic Oxygen plan, Disinfection and the Anaerobic system.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of plant operators and supervisors in the absence of the Operations Manager.

Examples of Essential Work (Illustrative Only)

- Monitors and measures plant wet end process performance for efficient plant operation;
- Troubleshoots complex wet end process and equipment malfunctions;
- Coordinates and directs necessary corrections of identified malfunctions;
- Designs and implements process policies and procedures for the wet end system critical processes, including but not limited to start-up, shut down, maintenance, training and operation;
- Coordinates and plans scheduled shutdown activities including coordination of maintenance and laboratory personnel as necessary;
- Develops and delivers appropriate technical lockout surveys for scheduled shutdowns and other repairs requiring a lockout process;
- Develops and implements pilot studies;
- Develops and delivers training for plant personnel in specific wet end operational and safety procedures;
- Monitors and tracks chemical usage for efficient consumption of chemicals necessary for wet end operational projects;
- Assumes position of shift supervisor when necessary;
- Supports compliance of operational personnel in following all plant safety and operational procedures;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends meetings, conferences and workshops;

Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water pollution control intake and treatment system maintenance and repair;
Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;
Comprehensive knowledge of the use, storage and hazards of gases and chemicals used in the treatment of wastewater and effluent;
Thorough knowledge of computerized control systems for water pollution control facilities and systems;
Thorough knowledge of the operation of tools and equipment used in water and sludge facility operation including atmosphere monitors, Self-Contained Breathing Apparatus, personal protective equipment, closed circuit cameras, laboratory equipment, sludge monitoring equipment and computer equipment for equipment control;
General knowledge required of plant SCADA systems, databases, software, hardware, communication networks, fiber optic system, PLC and associated logic;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to read and interpret computer manuals, engineering specifications, blueprints and plans;
Ability to operate and instruct personnel in the operation of automated machinery used in water pollution control facilities;
Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, contractors, and the public;
Ability to prepare accurate and reliable reports containing automated activities and controls, operational and computer needs, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in environmental science, engineering, biology or related field; and
Considerable experience in wastewater treatment and processes; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Ability to obtain a Grade IV Wastewater Operator license issued by the State of Iowa within two years.

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to operate water pollution control facility controls;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate controllers and tools used in the installation, maintenance and repair of pumps and discharge systems;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to operate machinery, use a self-contained breathing apparatus and work in confined spaces.