City of Appleton

Treatment Specialist – Utilities

CLASS CODE	260-21 (CC-5)	**SALARY**	$30.76 - $46.13 Hourly $63,980.80 - $95,950.40 Annually
BARGAINING UNIT	Non-union Non-Exempt	**ESTABLISHED DATE**	November 20, 2023
REVISION DATE	November 20, 2023		

Nature of Work

Responsible for directly supporting and optimizing the operating conditions of Appleton Wastewater Treatment Plant (AWWTP) and Appleton Water Treatment Facility (AWTF). Monitoring and recommending changes to the biological, chemical, and physical process performance at each facility to ensure compliance with Wisconsin Pollution Discharge Elimination System (WPDES) permits and Wisconsin Administrative Code for water, air, wastewater effluent, and biosolids compliance. This work requires coordinating with other department employees to troubleshoot and resolve process problems, day-to-day project coordination, and assisting in the training activities of the treatment operators and relief operators. Position requires shift work occasionally. This individual works under the general supervision of the Director of Utilities.

Job Functions

ESSENTIAL JOB FUNCTIONS

- Comprehends and monitors the functions of both the water and wastewater treatment facilities with the ability to generate work plans and assist in safety plans.
- Investigates treatment process operations to ensure equipment is performing optimally.
- Requests proper maintenance and servicing on equipment in a timely manner.
- Recommends treatment changes through interpretation of Supervisory Control and Data Acquisition (SCADA) data and laboratory analyses.
- Makes other recommendations and generates technical reports from physical and chemical observations, electrical, mechanical and instrumentation conditions, and log entries.
- Assists in the overall operational evaluation of considerations for any major plant construction or renovation projects.
- Obtains information to assist in the development of the budget. (e.g., present worth analysis using factors such as alternative equipment, electrical expenses, and contrasting benefits such as grant opportunities).
- Coordinate plant process interruptions and generate standard operating procedures (e.g., peak flow events, power outages, etc.) to ensure that proper plant performance is maintained during these events.
- Participates in plant improvement projects and pilot studies to ensure the Utilities Department is the recipient of quality equipment and workmanship.

- Review shop drawings and other construction information and participates in design engineer and construction meetings.
- Review and comments on Process and Instrumentation Drawings (P&IDs), specifications, and construction drawings.
- Responsible for coordinating asset and records management activities for the Department.

Requirements of Work

This position requires a minimum of a two-year associate degree in Wastewater Treatment or Environmental Sciences with demonstrated aptitude in the areas of mechanical operation, mathematics, biology, and chemistry or equivalent training and experience.

- A minimum of six years of progressive experience in water and/or wastewater treatment facility operations.
- Demonstrates the ability to lead and motivate individuals.
- WDNR Surface Water certification and all applicable subclasses for the advanced level Wastewater Operator's certification as issued by the Wisconsin Department of Natural Resources.
- Thorough knowledge of the principles, practices, and methods used in water and wastewater treatment operations.
- Knowledge of preventative and corrective maintenance practices applicable to treatment plant equipment.
- Knowledge of laboratory testing procedures and how to use the results in correcting complex operating conditions related to permit compliance.
- Knowledge of sludge processing biology (aerobic and anaerobic) and of the techniques used to correct bacterial upsets to maintain or restore biological process balance.
- Knowledge of water and air regulatory programs and their effect on plant operation (EPA Title V, EPA 503, WPDES permit).
- Knowledge in P&ID reading and understanding construction drawings and specifications.
- Considerable ability to communicate effectively, both orally and in technical report writing.
- Ability in the use of personal computers for writing technical reports and generating data utilizing spreadsheet programs.
- Must have training in forklift operation, respiratory protection, lockout/tag out, and fall protection.
- Be certified in confined space entry procedures, CPR, and First Aid.
- The ability to work independently, safely, and maintain a safe work environment.
- Must possess a current and valid Wisconsin motor vehicle operator's license.

Supplemental Information

Competencies
Customer Focus
Adaptability/Flexibility
Technical Skills
Communication
Positive Attitude

To learn more about these competencies click here

Job Task Analysis

Job Analysis/Requirements

Job Title: **Treatment Specialist** Revised Date: **11/17/2023**

N = Never/ O = Occasionally (1-33% of time on job)/ F = Frequently (34-66% of time on job)/ C = Constantly (>67% of time on job)

Physical Demands	N	O	F	C
1. Standing			x	
2. Walking		x		
3. Sitting		x		
4. Lifting: Light - max. 10 lbs.		x		
5. Lifting: Moderate - max. 25 lbs.		x		
6. Lifting: Heavy to moderate - max. 45 lbs.		x		
7. Lifting: Heavy - max. 65 lbs		x		
8. Carrying est. wt.		x		
9. Pushing est. wt.		x		
10. Pulling est. wt.		x		
11. Pulling hand over hand		x		
12. Climbing stairs		x		
13. Climbing, use of legs and arms		x		
14. Balancing		x		
15. Stooping		x		
16. Kneeling		x		
17. Repeated bending		x		
18. Crawling		x		
19. Reaching: High Low Level		x		
20. Repetitive finger movement		x		
21. May use hands for grasping		x		
22. May use hands for manipulation		x		
23. May use hands for twisting of wrist		x		
24. May use hands for flex/ext. of wrist		x		
25. May use hands for reaching		x		
26. May use hands for overhead work		x		
27. Repetitive twisting or pressure involving wrists or hands		x		
28. Both hands required			x	
29. Both legs required			x	
30. Ability of rapid mental/muscular coordination simultaneously			x	
31. Oral communication: speaks clearly in Spanish **English - X** Hmong Other			x	
32. Hearing - conversation		x		
33. Intense visual concentration		x		
34. Specific visual requirements **Near:**			**Far:**	
35. Depth perception	**Y:**		**N:**	x
36. Color vision: distinguish basic shades	**Y:**	x	**N:**	
37. Color vision: distinguish basic colors	**Y:**	x	**N:**	
38. Operation of crane, truck or motor vehicle	**Y:**	x	**N:**	
39. Other:				

Working Conditions	N	O	F	C
1. Outside			x	
2. Alternating between outside and inside			x	
3. Heat between 90°-100°		x		
4. Heat over 100°		x		
5. Cold below 55°		x		
6. Temperature changes: Excessive Frequent			x	
7. Wetness		x		
8. Dry atmospheric conditions		x		
9. Confined spaces		x		
10. Heights: Max. height -		x		
11. Constant noise above 85 decibels		x		
12. Intermittent noise above 85 decibels		x		
13. Vibration		x		
14. Fumes: Irritant Toxic		x		
15. Dust: more than nuisance		x		
16. Gases: types -		x		
17. Chemicals: types -		x		
18. Grease and oils: types -		x		
19. Working with machinery with moving parts		x		
20. Working with moving vehicles		x		
21. Working with ladders/scaffolding		x		
22. Working below ground		x		
23. Working with hands in water			x	
24. Working alone			x	
25. Work intensity: Sedentary Light Light/Medium **Medium** Heavy				
Hours/day: **8** Days/week: **5** Days overtime/week: **1**				