



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
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Phone (509) 575-6090 Fax (509) 576-6358

**CITY OF YAKIMA CHARTER CIVIL SERVICE
AND POLICE & FIRE CIVIL SERVICE
COMMISSIONS**

October 2, 2023 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the September 11, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to 11401 - Senior Program Supervisor (Charter)
- 2) Consideration of revisions to Wastewater classifications (Charter)
 - a) 8310 - WWTP Operator-in-Training
 - b) 8311 - WWTP Operator I
 - c) 8312 - WWTP Operator II
 - d) 8313 - WWTP Operator III

OTHER BUSINESS

- 2) Public Comment
- 3) Status Report for the Fire and Police Departments
- 4) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,
or by prior request at Human Resources.
Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

JOINT MEETING – September 11, 2023

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Charter Civil Service Commissioner Louisa Beckstrand, Police/Fire Civil Service Commissioner Camille Becker and Chief Examiner Debbie Korevaar.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the August 14, 2023 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of revision to classification 11105 – Water/Irrigation Engineer (Charter)

In the absence of Water/Irrigation Manager Mike Shane, Water Treatment Plant Supervisor Jeff Bond presented proposed updates to the Water/Irrigation Engineer classification specification. Bond explained this update was prompted by an unsuccessful attempt to recruit for the position. The revision includes broadening of the minimum qualifications to attract a larger candidate pool, as well as other updates to better identify the knowledge, skills and abilities necessary for the position.

Korevaar clarified the certifications and education are preferred, and the water experience was broadened.

Beckstrand **motioned** to approve revisions to 11105 – Water/Irrigation Engineer. Trevino **seconded**. Motion approved unanimously.

2. Consideration of Probation Suspension for Public Records Officer (Charter)

Records Administrator Brandy Bradford requested suspension of probation while an employee is on a leave. The employee has a 6-month probation, and at this time a return to work date is unknown. The suspension is necessary to ensure there is appropriate time to evaluate the employee's probationary performance upon her return to full duty.

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
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Trevino **motioned** to approve the probation suspension for Public Records Officer employee. Beckstrand **seconded**. Motion passed unanimously.

Other Business:

a) Public Comment – none

b) Status reports for the Fire and Police Departments were reviewed and attached to the record.

Next meeting is scheduled for October 2, 2023. Materials need to be submitted to the Chief Examiner by September 15, 2023.

There being no further business before the Commission, the meeting was adjourned at 3:40 PM.

Chairman, Charter Civil Service Commission
Chairman, Police & Fire Civil Service Commissions

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; “Show Search” Civil Service Commission; and submit dates.



OFFICE OF THE CITY MANAGER
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6040

DATE: September 27, 2023
TO: Charter Civil Service Commission
FROM: Rosylen Oglesby, Assistant City Manager
SUBJECT: Considerations of Revision: Senior Program Supervisor (11401)

I am submitting proposed revisions to the Senior Program Supervisor job classification for your consideration.

Based on the recommendation from the Community Integration Committee, the City Council expanded the Single Family Housing Program to allow qualified households to receive assistance with home repair. The proposed revision, including a title modification, reflects changes to the program and streamlines the work performed. The proposed update will better outline the work performed. The most significant change is adding language to define the classification duties more clearly and clarify the job expectations. The minimum requirements have also been updated to clarify the type of education and experience qualified candidates need to possess. The position is currently vacant, which makes it perfect to update the classification at this time.

The Chief Examiner reviewed the proposed classification update. The revisions focus on updating and clarifying the current duties and the required knowledge, skills, and abilities. As these modifications do not change the level of authority or overall responsibility of the position, no change in pay allocation is recommended.

I appreciate your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11401	TITLE: <u>Neighborhood Development Services Senior Program Supervisor</u>
	Rev. 11/10/23

DEFINITION: Under limited supervision, **plans and coordinates activities and operations associated with the City's Department of Housing and Urban Development (HUD) projects related to housing activities. administers the City's Senior Citizen Disabled and Emergency Home Repair Programs— Oversees and monitors construction contracts and all environmental-related documents for compliance. Supervises, leads, trains, monitors, and evaluates work and performance of program staff.** Supervises a variety of journeyman level trade skills as required.

DUTIES

ESSENTIAL FUNCTIONS: **Implements the repair operations of residential housing under the Community Development Block Grant (CDBG), Home Investment Program (HOME) and/or other similar housing program in accordance with established regulations, requirements, codes, ordinances, etc.**

Conducts inspections of housing activities to ensure compliance with CDBG and HOME housing activities. Conducts comprehensive house inspections of client-owned residences and evaluates the necessary repair work. ~~Inspects senior/disabled citizen housing to determine the extent of rehabilitation work required.~~ Works with homeowners to explain home repair, emergency repair, exterior paint, weatherization or other programs. Establishes job priorities and recommends portions of programs that homeowners would qualify for. Prepares overall job work write-ups and cost estimates to determine best use of grant monies. Determines work to be performed by staff and sub-contractors for electrical, roofing, plumbing, insulating and storm windows. Prepares sub-contractor job specifications and solicits bids from numerous private vendors. Recommends selection of successful contractors, schedules work, inspects and monitors work in progress and authorizes final payments.

Provides work scheduling and direct supervision to staff in various ~~journeymen level~~ residential trade skills such as rough and finished carpentry, framing, kitchen cabinet design, construction and installation. Installation of laminated countertops, ceramic wall tile, sheet vinyl floor coverings, drywall and taping, plumbing, roofing, electrical, weatherization and installation of handicapped fixtures

Trains and develops subordinate staff providing ongoing supervision, leadership, guidance, direction, and learning opportunities; implements

the safety program for the division and staff; monitors, documents, and evaluates performance; provides mentoring, coaching, counseling and participates in progressive disciplinary action as necessary. Supervises maintenance of Housing Services office, grounds, woodworking shops, tools and City vehicles. Provides assistance to staff in resolving difficult or unusual situations and problems.

Determines brand, price and quality of all materials and fixtures to be used and authorizes purchases from various vendors. Verifies returning materials and billings, posts to homeowners records and authorizes payments. Issues single-family warranty package to the homeowners and cross inspects the work completed. Coordinates with community organizations for further homeowner assistance and resolves warranty work with homeowners.

Effectively and efficiently uses the computer and industry software for programs and projects; prepares and maintains accurate program records and reporting files; collects and compiles data; develops and creates administrative, technical, and statistical reports; maintains compliance requirements, reporting and recordkeeping requirements, and performance; interprets governing regulations including, but not limited to, all applicable laws, state and federal regulations, city ordinances, policies, and procedures; ensures federal ERR (Environmental Review Records) documents for various funding programs are compliant; updates manual and computer records and tracking systems; ensures the completion of releases of liability forms, bids, work orders, and any other necessary recordkeeping.

Supports housing-related activities with environmental review and documentation as requested by HUD. Applies program and divisional rules, regulations, policies and procedures. Identifies the need for and makes recommendations relative to policy changes and clarifications. Develops procedures for accomplishing various tasks.

~~Maintains homeowner's files with required city and federal forms, financial records, work write ups, bid sheets and permits. Also maintains duplicate homeowners and photo records. Works with federal officials during audits.~~

~~Issues single-family warranty package to the homeowners and cross inspects the work completed.~~

~~Supervises maintenance of Housing Services office, grounds, woodworking shops, tools and City vehicles.~~

~~Coordinates with other senior/disabled **community** organizations for further homeowner assistance and resolve warranty work with homeowners.~~

~~Implements the safety program for the division and staff.~~

~~Understands and uses the computer for programs and projects.~~

~~Is knowledgeable and applies program and divisional rules, regulations and policies and procedures. Identifies the need for and makes recommendations relative to policy changes and clarifications. Develops procedures for accomplishing various tasks.~~

~~Assists~~ **Provides assistance to the Neighborhood Development Services Operationsa Supervisor and/or Manager as needed. Assists in the preparation of HUD reports and budget development in the budget preparation; performings budget research and analysis and/or monitorings the expenditures.**

Contributes to the effectiveness of division and City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge **and understanding of: federal, state, and city laws ordinances and guidelines;** procedures, tools, equipment and materials used in all phases of residential construction; ~~barrier free design for senior and handicapped homes; modern recordkeeping, supervisory practices and procedures.~~

Knowledge of effective principles, practices and techniques of: supervision, leadership, and work flow analysis; fiscal management; record keeping systems, processes, and practices; best principles and practices for project and financial management; and municipal records retention procedures and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite; and office equipment; professional office procedures and practices; and municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to computer, fax/copy machine, telephone etc.

Knowledge of techniques and strategies for dissemination of technical written and verbal information to a wide range of individuals, including but not limited to managers, contractors, vendors, community groups and members of the public.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must respond in a diplomatic and confident manner to upset individuals.

Ability to negotiate and—clearly and concisely; present technical information in both written and verbal formats. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

~~Ability to: identify residential construction defects, estimate costs, determine and supervise needed rehabilitation; supervise a variety of skilled journeymen level construction trades such as finished carpentry, framing, kitchen cabinet design and construction, installation of laminate countertops, ceramic wall tile, vinyl floor coverings; residential plumbing, roofing, electrical, drywall and taping application, weatherization and barrier free design for senior/handicapped.~~

~~Ability to: plan and coordinate several projects at the same time; maintain accurate records and files; establish and maintain effective working relationships with others; possess a sensitivity to the special needs of senior citizens and the handicapped.~~

Ability to: identify residential construction defects, estimate costs, determine and supervise needed rehabilitation; supervise a variety of skilled journeymen level construction trades such as finished carpentry, framing, kitchen cabinet design and construction, installation of laminate countertops, ceramic wall tile, vinyl floor coverings; residential plumbing, roofing, electrical, drywall and taping application, weatherization.

Must be able to interpret documents such as safety rules, regulations, operating and maintenance instructions and procedure manuals. Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts

and render a timely, appropriate judgment or decision within broad or specific guidelines.

Ability to work independently with minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; coach, train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and/or clerical personnel; evaluate personnel performance with completion of timely and objective performance evaluation; provide constructive feedback; develop and implement effective and efficient auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused teamwork; positive communication; and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as needed to carry out supervisory responsibilities and functions.

PHYSICAL DEMANDS: Work is occasionally performed in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Work may require occasional travel to a variety of locations. May work outside in all weather extremes and be exposed to animals, rodents, insects, water, dirt, dust, raw sewage, construction debris, caustic materials; smoke, electrical hazards, combustible, toxic and/or noxious gases/odors, fumes, or chemicals, solvents, oil, vibrations, traffic and other hazards associated with the operation of construction tools. Work and/or walk for long periods of time on various types of surfaces including slippery or rough and uneven terrain, and drug paraphenelia. May work at heights, in confined spaces or

awkward positions, remote locations or in noisy work area. Continuous use of both hands in reaching/handling/grasping/fingering keyboarding and other fine motor skill manipulation while performing duties and operating computers. May be required to frequently lift up to 25 pounds and occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling or other awkward positions while performing duties. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain, access and utilize long-term and short-term memory for recalling and completing complex matters. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: ~~Exposure to adverse weather conditions; heights; confined areas; raw sewage; combustible and toxic gases; caustic materials; unpleasant odors; hazards associated with the operation of construction tools. Required to do occasional heavy lifting. Exposure to stressful situations in dealing with distressed senior and disabled citizens.~~ May encounter irate, upset emotionally disturbed and/or uncooperative individuals. May be required to work some weekends and holidays; may work extended hours and/or unusual shifts including evenings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess/obtain and maintain a Standard Industrial First Aid/CPR Certificate within 6 months of employment and possess/maintain a valid Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: High School Diploma or GED and Any combination of education or experience equivalent to five (5) years' building trades experience general construction, building/construction project management, or building repair/maintenance experience including one (1) year of supervisory experience. Completion of a Bachelors Degree in Construciton management or related field may sub for four (4) years of experience. Completion of Associate's Degree may substitute for two (2) years of experience; or completion of a trade certification in a related field may substitute for experience on a month for month basis.

Replaces Home Remodeling Supervisor 1/91

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978

REVISED DATES: 10/84; 1/91; 7/98; 11/10; 10/23
TITLE CHANGES: 1/91
UNION: NON-UNION
CIVIL SERVICE STATUS: CHARTER



Wastewater / Stormwater Division

2220 E. Viola Avenue
Yakima, WA 98901

DATE: October 2, 2023

TO: Yakima Charter Civil Service Commission

FROM: Mike Price, Wastewater/Stormwater Manager
Scott Schafer, Public Works Director

RE: Revision to the Wastewater Treatment Plant Operator-In-Training (8310), WWTP Operator I (8311), WWTP Operator II (8312), and WWTP Operator III (8313) Class Specifications

The Wastewater/Stormwater Division is requesting your consideration of revisions to the four Wastewater Treatment Plant Operator classifications.

Year 2018 revisions to the Operator I, Operator II, and Operator III class specifications included a new expectation under the Licenses, Registrations and/or Certifications sections that incumbents needed to obtain the next higher Department of Ecology Operator License within a specified period of time. (i.e. 24 months for an Operator I or Operator II to obtain/possess an Operator II and Operator III license, respectively, and 36 months for an Operator III to obtain/possess an Operator IV license).

Upon reconsideration, the Wastewater Division is asking for the Charter Civil Service Commission to approve the removal of these future license/certification requirement due to the potential negative staffing impacts. While these certification goals were recommended in good faith, and seemed appropriate and feasible at the time, it has been recognized they might not be practical in all situations. For example, a competent operator, at any of the three levels, may encounter circumstances preventing them from fulfilling the higher certification requirement within the specified timeframe. In such situations, the existing specifications would potentially require loss of competent operators that are suitably licensed for their current positions, or the request for individual exceptions would need to be brought to the Commission. Neither option is fair, objective or beneficial for the City or the employee.

Instead of enforcing a generalized standard for future growth and development, the Wastewater Division has determined it is more effective and efficient to handle advanced certification requirements on an individual level through mentorship, training, goal management, and performance evaluations.

The following language has been added in the Definition sections of each classification to retain the desire or intent for professional growth and development in the operator positions:

"Incumbents are expected to actively seek and obtain knowledge, skill and experience to enable obtainment of a Washington State Department of Ecology Wastewater Treatment Plant Operator Group (X) certificate as soon as qualified".

We believe this language retains the overall expectations or goal for advancement, without creating the unfortunate situation where an exception has to be made, or the City might have to terminate an employee who is successfully performing their position, but needs additional time to acquire the next higher certification.

The need to address this timed requirement has provided an opportunity to review all four of the operator classifications in their entirety, and additional changes are being proposed for consistency with other class revisions that have been done across the City since 2018. Considerable time has been spent reviewing each classification, and the revisions proposed more accurately define not only the expectations and authority of each position, but better clarify the knowledge, skills, and abilities necessary to perform the essential functions.

There are no proposed changes to the pay allocations, as there are no substantial changes to the minimum requirements, nor the authority and responsibility levels of the positions.

Thank you for your consideration.

David E. Brown Water/Irrigation Manager
(509) 575-6204 Fax (509) 575-6187
dbrown@ci.yakima.wa.us

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8310 TITLE: Wastewater Treatment Plant Operator-In-Training (OIT) EST-REV 05/1810/23
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DEFINITION: Under ~~general~~-supervision, operates and maintains a wastewater treatment plant and associated sanitary, industrial, and storm water lift stations. Routine and repetitive assignments, once learned, may be performed under more general supervision.

This is the entry level position in the Wastewater Treatment Plant Operator series and is designed to provide the opportunity to acquire the skills and experience required for eligibility to upgrade certification to the State of Washington Wastewater Treatment Plant Operator Group I certificate and to meet the minimum qualification for promotion to an Operator I position.

Incumbents receive on-the-job training and experience while performing routine operational and maintenance duties on an assigned shift under the supervision of a qualified operator. Positions at this level are expected to progressively accumulate and demonstrate working knowledge of the principles and practices utilized in the operation and maintenance of a major wastewater treatment facility.

DUTIES

ESSENTIAL FUNCTIONS: Performs operational duties required to maintain effective preliminary and primary wastewater and biosolids treatment.

Uses direct observation and the plant Supervisory Control and Data Acquisition (SCADA) system to monitor and control the levels, flows, and pressures of biogas, wastewater, storm water, re-use water and sludge at the treatment plant and at lift stations.

Monitors preliminary, primary, and solids treatment processes by collecting biogas, sludge, wastewater, and re-use water samples at multiple treatment plant process units and by performing physical and chemical field and laboratory sample analyses in accordance with Standard Methods for the Examination of Water and Wastewater.

Monitors and adjusts chemical feed rates directly or remotely through SCADA. Handles, mixes and stores a variety of chemicals used for wastewater and sludge treatment including polymers, sodium hypochlorite, calcium thiophosphate, and sodium hydroxide.

Monitors and operates hot water boilers and hot water heating ancillary systems including boiler fuel sources, heat exchangers, and hot water mixing valves to maintain correct temperatures for anaerobic sludge and industrial wastewater digestion.

Monitors, adjusts, and performs minor repairs on mechanical equipment including air compressors, valves, gates, pumps, and motors to maintain proper flows and pressures for treatment processes.

Bio-Terrorism, Security, and Federal Emergency Management: In accordance with the Bio-Terrorism laws, must be sensitive concerning the security of the wastewater treatment plant and wastewater collections system. Must also comply with the National Incident Management System.

Monitors sensors for temperature, carbon dioxide, hydrogen sulfide, lower explosive limit, pH, oxidation-reduction potential, turbidity, level, and pressure.

Provides verbal and written status reports concerning plant operations. Enters information into daily logs and computer system; records meter readings and laboratory test data; prepares computerized time sheets.

Performs routine maintenance and makes repairs to mechanical systems, fences, pipes, and sprinklers.

Cleans and maintains buildings, planted areas, piping, wet wells, bar screens, grit chambers, shredding devices, clarifiers, digesters, tanks, chemical feed equipment, lagoons, and sludge drying beds.

Operates trucks, truck and trailer combinations, backhoe, tractor, and forklift.

Contributes to the effectiveness of the Wastewater Division and the City of Yakima, by exhibiting an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Working knowledge of applicable city, state and federal laws, rules and regulations.

Knowledge pertaining to the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.

Basic knowledge of water/wastewater system operations and maintenance including types of equipment and materials used; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Knowledge of time management and work flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment, such as: telephone, copier/fax machines, computers, and applicable computer programs, including but not limited to: Microsoft Outlook, and basic internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English including correct grammar, letter composition, spelling, and punctuation. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must possess motivation with the ability to learn and apply the principles of wastewater treatment processes including preliminary and primary treatment units, solids digestion, biogas handling systems, sludge handling and plant-wide air, water, electrical and hydraulic support systems; mathematics and chemistry; basic hydraulic, mechanical, and electrical theory; flow, pressure, and level control equipment; recording, measuring and testing instruments; biogas, water, wastewater, and sludge sampling and quality tests; basic industrial safety procedures and practices.

Must be dependable; able to work with supervision and independently with self-direction; maintain sustained attention to detail and work under varying timeline pressures; prioritize; and manage tasks with potentially competing deadlines. Mechanical, analytical, and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Ability to operate basic hand and power tools; perform basic mathematical calculations efficiently and accurately; recognize abnormal operational and mechanical conditions through direct observations and through

interpretation of SCADA and laboratory data; read, research, understand and utilize equipment repair resources; and render a timely and appropriate corrective actions; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples; conduct preventative and corrective maintenance on plant equipment.

Ability to understand and execute oral or written instructions and apply to a variety of work situations; read, interpret and analyze information. Ability to read, research, interpret, apply codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to operate a personal computer, necessary mobile devices and other standard office equipment. Must possess sufficient physical ability to work in both plant and field settings and to operated assigned equipment. Must be able to complete a variety of routine and repetitive tasks, absorb new instructions and information, and perform strenuous physical work and occasionally lift heavy equipment.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. Ability to work extended hours, and standby, on-call, night and weekend hours, as needed to carry out the responsibilities and functions of the position.

~~This is the entry level position in the Wastewater Treatment Plant Operator series and is designed to provide the skills and experience required for eligibility to upgrade certification to the State of Washington Wastewater Treatment Plant Operator Group I certificate and advancement to the Operator I position. Incumbents receive on-the-job training and experience while performing routine operational and maintenance duties on an assigned shift under the supervision of a qualified operator. Positions at this level are expected to progressively accumulate and demonstrate~~

~~working knowledge of the principles and practices utilized in the operation and maintenance of a major wastewater treatment facility.~~

~~Demonstrate the ability to learn and apply the principles of wastewater treatment processes including preliminary and primary treatment units, solids digestion, biogas handling systems, sludge handling and plant wide air, water, electrical and hydraulic support systems; mathematics and chemistry; basic hydraulic, mechanical, and electrical theory; flow, pressure, and level control equipment; recording, measuring and testing instruments; biogas, water, wastewater, and sludge sampling and quality tests; basic industrial safety procedures and practices. Acquire knowledge pertaining to the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.~~

~~Ability to operate basic hand and power tools; recognize abnormal operational and mechanical conditions through direct observations and through interpretation of SCADA and laboratory data; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples; conduct preventative and corrective maintenance on plant equipment; establish and maintain effective working relationships; follow oral and written instructions; communicate effectively, both orally and in writing; perform moderately strenuous work.~~

~~Must possess well developed communication skills, both written and oral, with appropriate use of business English including correct grammar, letter composition, spelling, and punctuation; and excellent analytical and organizational skills.~~

PHYSICAL DEMANDS: Work is performed both inside buildings and outdoor plant areas and collateral facilities. Frequent work outside in all weather extremes and may be exposed to dust, dirt, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease, animals, rodents, insects, needles, drug paraphernalia, and/or noxious and combustible gases. Frequent use of both hands in reaching/handling/grasping/fingering **keyboarding and other fine motor skill manipulation** while performing duties, –operating **computers on and** various vehicles, equipment and machinery. Occasional bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. **May be required to frequently lift up to 25 pounds and** Occasional heavy work includes lifting and carrying up to fifty (50) pounds. Occasionally ascends/descends stairs, ladders and inclines while maintaining balance. Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, and generally unpleasant conditions. May require continuous moving, sitting or standing for extended periods of time. **May work at heights, alone, with others, or in noisy work area. Work**

and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, the general public and completing all tasks as assigned. Must be able to maintain, **access and utilize** long-term and short-term memory **for recalling and completing complex matters.** Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~May work outside in all weather extremes and be exposed to dust, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease and noxious and combustible gases.~~ **May come in contact with irate, upset, emotionally disturbed and/or uncooperative individuals.** Subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays. ~~Work environment is team-oriented, having both routine and variable tasks with variable pace and pressure.~~ Work is performed both inside buildings and in outdoor plant areas and collateral facilities.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Possess/**obtain** and maintain a valid State of Washington Driver's License. Obtain and maintain a Basic First Aid and CPR certificate within six (6) months of appointment. **PObtain/p**ossess **and maintain** a Washington State Department of Ecology Wastewater Treatment Plant Operator-In-Training certificate within nine (9) months of appointment. Possess and maintain a Washington State Department of Ecology Wastewater Treatment Plant Operator Group I certificate within twelve (12) months of appointment. Possession of a Class A CDL license with air brake endorsement is desirable.

MINIMUM CLASS REQUIREMENTS: High school graduation or equivalent and three (3) months of relevant experience is required. (e.g. drinking, waste, or agricultural water systems, etc.) Experience at the Yakima Wastewater Treatment Plant is preferred. Three (3) relevant college credits and/or Continuing Education Units (CEUs) may be substituted for the three months of relevant experience.

FLSA STATUS: Non- Exempt
ADOPTED DATE: 2018
REVISED DATES: 10/23;
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8311 TITLE: Wastewater Treatment Plant Operator I Rev: 5/18 10/23
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DEFINITION: Under general supervision, operates and maintains a wastewater treatment plant and associated sanitary, industrial, and storm water pumping stations.

This is an intermediate level position in the Wastewater Treatment Plant Operator series. Employees within this class are distinguished from the Operator-In-Training by their demonstration of full competency in operating the preliminary, primary, and fixed biofilm (trickling filter) secondary wastewater treatment and solids handling processes.

Incumbents are expected to actively seek and obtain knowledge, skill and experience to enable obtainment of a Washington State Department of Ecology Wastewater Treatment Plant Operator Group II certificate as soon as qualified.

DUTIES

ESSENTIAL FUNCTIONS: Performs operational and maintenance duties required to maintain effective preliminary and primary wastewater and biosolids treatment.

Collects and interprets process data to recommend preliminary and primary wastewater and solids handling process changes and adjustments.

As directed, performs process adjustments and equipment configuration changes on wastewater and solids handling process units.

As directed, provides training to other treatment plant operators.

Uses direct observation and the plant Supervisory Control and Data Acquisition (SCADA) system to monitor and control the levels, flows, and pressures of biogas, wastewater, storm water, re-use water and sludge at the treatment plant and at pumping stations.

Monitors treatment plant processes by collecting biogas, sludge, wastewater and re-use water samples at multiple treatment plant process units and by performing physical and chemical field and laboratory sample analyses in accordance with Standard Methods for the Examination of Water and Wastewater.

Maintains effective preliminary and primary wastewater and sludge treatment processes by adding correct amounts of several chemicals for odor control, disinfection, de-chlorination, alkalinity/pH, and sludge coagulation. Monitors and adjusts chemical feed rates directly or remotely through SCADA. Handles, mixes and stores a variety of chemicals used for wastewater and sludge treatment including polymers, sodium hypochlorite, calcium thiophosphate, and sodium hydroxide.

Monitors and operates hot water boilers and hot water heating ancillary systems including boiler fuel sources, heat exchangers, and hot water mixing valves to maintain correct temperatures for anaerobic sludge and industrial wastewater digestion.

Monitors, adjusts and performs minor repairs on mechanical equipment including air compressors, valves, gates, pumps, and motors to maintain proper flows, levels, and pressures for treatment processes.

Bio-Terrorism, Security and Federal Emergency Management: In accordance with the Bio-Terrorism law, must be sensitive concerning the security of the wastewater treatment plant and wastewater collection system. Must also comply with the National Incident Management System.

Operates, maintains, and calibrates sensors for temperature, carbon dioxide, hydrogen sulfide, lower explosive limit, pH, dissolved oxygen, oxidation-reduction potential, turbidity, level, and pressure.

Provides verbal and written status reports concerning plant operations. Enters information into daily logs and computer system; records meter readings and laboratory test data; prepares computerized time sheets. Performs routine maintenance and makes repairs to mechanical systems, fences, pipes, and sprinklers.

Cleans and maintains buildings, planted areas, piping, intake wells, bar screens, grit chambers, shredding devices, clarifiers, digesters, tanks, chemical feed equipment, lagoons, and sludge drying beds.

Operates trucks, truck and trailer combinations, backhoe, tractor, and forklift.

Contributes to the effectiveness of the Wastewater Division and the City of Yakima, by exhibiting an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and

jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

~~**MAJOR WORKER CHARACTERISTICS:** This is an intermediate level position in the Wastewater Treatment Plant Operator series. Employees within this class are distinguished from the Operator In Training by their demonstration of full competency in operating the preliminary, primary, and fixed biofilm (trickling filter) secondary wastewater treatment and solids handling processes.~~

Knowledge of applicable city, state and federal laws, rules and regulations.

Knowledge pertaining to the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.

Solid working knowledge of water/wastewater system operations and maintenance including types of equipment and materials used; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

~~Knowledge of the operation and equipment of preliminary and primary wastewater treatment processes including the physical and chemical processes of anaerobic sludge digestion, screening, grit settling and classification, primary clarification, and trickling filter treatment; mathematics, chemistry, hydraulic, mechanical, and electrical theory; flow, pressure, and level sensing and control equipment; recording, measuring and testing instruments; biogas, water, wastewater and sludge sampling and quality tests; confined space entry, fall protection, and bloodborne pathogen exposure. Knowledge of the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.~~

Knowledge and practice of effective leadership practices, principles and techniques; time management and work flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of office equipment, such as: telephone, copier/fax machines, computers, and applicable computer programs, including but not limited to: Microsoft Office Suite and internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and

oral, with appropriate use of English including correct grammar, letter composition, spelling, and punctuation. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must possess motivation, and ability to apply the principles of wastewater treatment processes including preliminary and primary treatment units, solids digestion, biogas handling systems, sludge handling and plant-wide air, water, electrical and hydraulic support systems; mathematics and chemistry; basic hydraulic, mechanical, and electrical theory; flow, pressure, and level control equipment; recording, measuring and testing instruments; biogas, water, wastewater, and sludge sampling and quality tests; basic industrial safety procedures and practices.

Must be dependable; able to work independently with self-direction; maintain sustained attention to detail and work under varying timeline pressures; prioritize; and manage multiple tasks with competing deadlines. Strong mechanical, analytical, and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Ability to operate hand and power tools; perform mathematical calculations efficiently and accurately; recognize and report abnormal operational and mechanical conditions through direct observations and through interpretation of SCADA and laboratory data; read, research, understand and utilize equipment repair resources; and render a timely and appropriate corrective actions; make fast and accurate decisions leading to corrective actions for the operation and maintenance of the treatment plant and correct preliminary and primary treatment processes; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples to determine adjustments; manually start and stop equipment, systems, and processes; conduct preventative and corrective maintenance on plant equipment.

Ability to understand and execute oral or written instructions and apply to a wide variety of work situations; read, interpret and analyze information and translate into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to efficiently operate a personal computer, necessary mobile devices and other standard office equipment. Must possess sufficient physical ability to work in both plant and field settings and to operated assigned equipment. Must be able to absorb information and instruction, and perform strenuous physical work and occasionally lift heavy equipment.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, mentor and assist subordinate staff or other operators as needed; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. Ability to work extended hours, and standby, on-call, night and weekend hours, as needed to carry out the responsibilities and functions of the position.

~~Ability to work independently; make fast and accurate decisions leading to corrective actions for the operation and maintenance of the treatment plant; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples to determine adjustments; manually start and stop equipment, systems, and processes; conduct preventative and corrective maintenance on plant equipment; recognize and report abnormal operational and mechanical conditions and to initiate measures to correct preliminary and primary treatment processes; establish and maintain effective working relationships; follow oral and written instructions; perform moderately strenuous work.~~

~~Must possess well developed communication skills, both written and oral, with appropriate use of business English including correct grammar, letter composition, spelling, and punctuation; and excellent analytical and organizational skills.~~

PHYSICAL DEMANDS: Work is performed both inside buildings and outdoor plant areas and collateral facilities. Frequent work outside in all

weather extremes and may be exposed to dust, dirt, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease, animals, rodents, insects, needles, drug paraphernalia, noxious and combustible gases. Sufficient physical ability to work in both plant and field settings and to operate assigned equipment. Frequent use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skill manipulation** while performing duties operating **computers and** ~~on~~ various vehicles, equipment and machinery. Occasional bending/twisting at knees/waist/neck while performing related,___ activities. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. **May be required to frequently lift up to 25 pounds and** ~~O~~occasional heavy work includes lifting and carrying up to fifty (50) pounds. Occasionally ascends/descends stairs, ladders and inclines while maintaining balance. Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, and generally unpleasant conditions. May require continuous moving, sitting or standing for extended periods of time.- **May work at heights, alone, with others, or in noisy work area. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain.** Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, the general public and completing all tasks as assigned. Must be able to maintain, **access, and utilize** long-term and short-term memory **for recalling and completing complex matters.** Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~May work outside in all weather extremes and be exposed to dust, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease and noxious and combustible gases. May work at heights, alone, with others, or in noisy work area. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain.~~ **May come in contact with irate, upset, emotionally disturbed and/or uncooperative individuals.** Subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays. ~~Work environment is team oriented, having both routine and variable tasks with variable pace and pressure. Work is performed both inside buildings and in outdoor plant areas and collateral facilities.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a Washington State Department of Ecology Wastewater Treatment Plant Operator Group I certificate or equivalent at the time of application. Must possess and maintain a valid Washington State Driver's License; **possession of a Class A**

CDL license with air brake endorsement is preferred. ~~P~~**Must obtain/possess and maintain** ~~or obtain~~ a Basic First Aid Certificate within six (6) months of appointment. ~~Incumbents are expected to possess a Washington State Department of Ecology Wastewater Treatment Plant Operator Group II certificate within twenty four (24) months of appointment. — Possession of a Class A CDL license with air brake endorsement is desirable.~~

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and ~~M~~**must** possess a Washington State Department of Ecology Wastewater Treatment Plant Operator Group I certificate or equivalent with twelve (12) months of experience related to the operation of a wastewater treatment plant at the time of application. Experience at the Yakima Wastewater Treatment Plant is preferred.

FLSA STATUS: Non- Exempt

ADOPTED DATE: 1978

REVISED DATES: 1/94; 4/00; 10/07; 10/10; 5/18; 10/23

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8312 TITLE: Wastewater Treatment Plant Operator II Rev. 05/1810/23

DEFINITION: Under general ~~supervision~~ **direction**, operates and maintains a wastewater treatment plant and associated sanitary, industrial, and storm water lift stations.

This is an intermediate level position in the Wastewater Treatment Plant Operator series. Employees at the Operator II level are expected to comprehend all treatment plant operating processes and procedures and to participate in on-going training to learn operation of the activated sludge and high rate industrial wastewater treatment units. They are expected to learn National Pollution Discharge Elimination System permit reporting requirements.

Incumbents are expected to actively seek and obtain knowledge, skill and experience to enable obtainment of a Washington State Department of Ecology Wastewater Treatment Plant Operator Group III certificate as soon as qualified.

DUTIES

ESSENTIAL FUNCTIONS: Performs operational and maintenance duties to maintain effective preliminary, primary, and limited secondary wastewater and biosolids treatment.

Interprets process data and recommends preliminary, primary, and limited secondary and solids handling process changes and adjustments.

Independently follows established Standard Operating Procedures in performing process adjustments and equipment configuration changes on preliminary, primary, limited secondary, and solids handling process units.

Provides **ongoing leadership, assistance, guidance, training, direction and support to subordinate staff members.** May provide technical training to other operators. May direct, organize or assign work of subordinate operators.

Complies with a variety of safety and environmental mandates; shares responsibility for instructing and training new employees in a wide range of safety and operational matters.

Uses direct observation and the plant Supervisory Control and Data Acquisition (SCADA) system to monitor and control the levels, flows, and pressures of biogas, wastewater, storm water, re-use water and sludge at the treatment plant and at lift stations.

Monitors treatment plant processes by collecting biogas, sludge, wastewater and re-use water samples at multiple treatment plant process units and by performing physical and chemical field and laboratory sample analyses in accordance with Standard Methods for the Examination of Water and Wastewater.

Maintains effective preliminary and primary wastewater and sludge treatment processes by adding correct amounts of several chemicals for odor control, disinfection, de-chlorination, alkalinity/pH, and sludge coagulation. Monitors and adjusts chemical feed rates directly or remotely through SCADA. Handles, mixes and stores a variety of chemicals used for wastewater and sludge treatment including polymers, sodium hypochlorite, calcium thiophosphate, and sodium hydroxide.

Monitors and operates hot water boilers and hot water heating ancillary systems including boiler fuel sources, heat exchangers, and hot water mixing valves to maintain correct temperatures for anaerobic sludge and industrial wastewater digestion.

Monitors, adjusts and performs minor repairs on mechanical equipment including air compressors, valves, gates, pumps, and motors to maintain proper flows, levels, and pressures for treatment processes.

Bio-Terrorism, Security and Federal Emergency Management: In accordance with the Bio-Terrorism law, must be sensitive concerning the security of the wastewater treatment plant and wastewater collection system. Must also comply with the National Incident Management System.

Operates, maintains, trouble shoots and calibrates sensors for temperature, carbon dioxide, hydrogen sulfide, lower explosive limit, pH, dissolved oxygen, oxidation-reduction potential, turbidity, level, and pressure.

Provides verbal and written status reports concerning plant operations. Enters information into daily logs and computer system; records meter readings and laboratory test data; prepares computerized time sheets.

Cleans and maintains plant grounds, process structures and equipment as needed.

Operates trucks, truck and trailer combinations, backhoe, tractor, and forklift.

May perform any/all duties of the Operator 1 classification.

Contributes to the effectiveness of the Wastewater Division and the City of Yakima, by exhibiting an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: ~~This is an intermediate level position in the Wastewater Treatment Plant Operator series. Employees at the Operator II level are expected to comprehend all treatment plant operating processes and procedures and to participate in ongoing training to learn operation of the activated sludge and high rate industrial wastewater treatment units. They are expected to learn National Pollution Discharge Elimination System permit reporting requirements.~~

Knowledge of applicable city, state and federal laws, rules and regulations.

Knowledge pertaining to the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.

Knowledge and practice of effective leadership practices, principles and techniques; time management and work flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong knowledge of water/wastewater system operations and maintenance including types of equipment and materials used; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Knowledge of the operation and equipment of preliminary and primary wastewater treatment processes including the physical and chemical processes of anaerobic sludge digestion, screening, grit settling and classification, primary clarification, and trickling filter treatment; mathematics, chemistry, hydraulic, mechanical, and electrical theory; flow, pressure, and level sensing and control equipment; recording, measuring and testing instruments; biogas, water, wastewater and sludge sampling and quality tests; confined space entry, fall protection, and bloodborne pathogen

exposure. Knowledge of the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.

Knowledge of office equipment, such as: telephone, copier/fax machines, computers, and applicable computer programs, including but not limited to: Microsoft Office Suite and internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English including correct grammar, letter composition, spelling, and punctuation. Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must possess motivation, and ability to apply the principles of wastewater treatment processes including preliminary and primary treatment units, solids digestion, biogas handling systems, sludge handling and plant-wide air, water, electrical and hydraulic support systems; mathematics and chemistry; basic hydraulic, mechanical, and electrical theory; flow, pressure, and level control equipment; recording, measuring and testing instruments; biogas, water, wastewater, and sludge sampling and quality tests; basic industrial safety procedures and practices.

Must be dependable; able to work independently with self-direction; maintain sustained attention to detail and work under varying timeline pressures; prioritize; and manage multiple tasks with competing deadlines. Strong mechanical, analytical, and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Ability to operate hand and power tools; perform complex mathematical calculations efficiently and accurately; recognize and report abnormal operational and mechanical conditions through direct observations and through interpretation of SCADA and laboratory data; read, research, understand and utilize equipment repair resources; and render a timely and appropriate corrective actions; make fast and accurate decisions leading to corrective actions for the operation and maintenance of the treatment plant and correct preliminary and primary treatment processes; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples to determine adjustments; manually start and stop equipment, systems, and

processes; conduct preventative and corrective maintenance on plant equipment.

Ability to understand and execute complex oral or written instructions; apply guidelines to a wide variety of work situations; read, interpret and analyze technical documents and to translate analysis into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to efficiently operate a personal computer, necessary mobile devices and other standard office equipment. Must possess sufficient physical ability to work in both plant and field settings and to operated assigned equipment. Must be able to absorb detailed information and instruction, and perform strenuous physical work and occasionally lift heavy equipment.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight.

Ability to coach, mentor, assist, train, plan, organize, and lead the work of subordinate staff or other operators as needed. Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. Ability to work extended hours, and standby, on-call, night and weekend hours, as needed to carry out the responsibilities and functions of the position.

~~Ability to work independently; make fast and accurate decisions leading to corrective actions for the operation and maintenance of the treatment plant; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples to determine adjustments; manually start and stop equipment, systems, and processes; conduct preventative and corrective maintenance on plant equipment; recognize and report abnormal operational and mechanical conditions and to initiate measures to correct~~

~~preliminary and primary treatment processes; establish and maintain effective working relationships; follow oral and written instructions; perform moderately strenuous work.~~

~~Must possess well developed communication skills, both written and oral, with appropriate use of business English including correct grammar, letter composition, spelling, and punctuation; and excellent analytical and organizational skills~~

PHYSICAL DEMANDS: Work is performed both inside buildings and outdoor plant areas and collateral facilities. Frequent work outside in all weather extremes and may be exposed to dust, dirt, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease, animals, rodents, insects, needles, drug paraphernalia, noxious and combustible gases. Sufficient physical ability to work in both plant and field settings and to operate assigned equipment. Frequent use of both hands in reaching/handling/grasping/fingering **keyboarding and other fine motor skill manipulation** while performing duties, operating ~~on~~ **computers and** various vehicles, equipment and machinery. **May be required to frequently lift up to 25 pounds and** Occasional heavy work includes lifting and carrying up to fifty (50) pounds. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, and generally unpleasant conditions. Occasional bending/ twisting at knees/waist/neck while performing related activities. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, alone, with others, or in noisy work area. **Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain.** May require continuous moving, sitting or standing for extended periods of time under wet, cold, and generally unpleasant conditions. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, the general public and completing all tasks as assigned. Must be able to maintain, **access and utilize** long-term and short-term memory **for recalling and completing complex matters.** Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~May work outside in all weather extremes and be exposed to dust, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease and noxious and combustible gases. May work at heights, alone, with others, or in noisy work area. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. May come in contact with irate, upset, emotionally disturbed and/or~~

uncooperative individuals. Subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays. ~~Work environment is team oriented, having both routine and variable tasks with variable pace and pressure. Work is performed both inside buildings and in outdoor plant areas and collateral facilities.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Possess and maintain a Washington State Department of Ecology Wastewater Treatment Plant Operator Group II certificate or equivalent at the time of application. Possess and maintain a valid Washington State Driver's License, **possession of a Class A CDL license with air brake endorsement is preferred.** Possess or obtain a Basic First Aid Certificate within six (6) months of appointment. ~~Incumbents are expected to possess a Washington State Department of Ecology Wastewater Treatment Plant Operator Group III certificate within twenty four (24) months of appointment. Possession of a Class A CDL license with air brake endorsement is desirable.~~

MINIMUM CLASS REQUIREMENTS: Possess a Washington State Department of Ecology Wastewater Treatment Plant Operator Group II certificate or equivalent at the time of application. Possess a high school diploma or the equivalent and eighteen (18) months of experience in the operation of a wastewater treatment plant. Operating experience at the Yakima Wastewater Treatment Plant is preferred.

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978
REVISED DATES: 1/94; 11/95; 6/96; 10/10; 04/13; 5/18; 10/23
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8313	TITLE: Wastewater Treatment Plant Operator III	Rev: 05/1810/23
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DEFINITION: Under limited supervision operates and maintains a wastewater treatment plant and associated sanitary, industrial, and storm water pumping stations. ~~Provides technical direction and oversight to other Wastewater Treatment Plant Operators, based on policies and procedures outlined by Process Control Supervisor while serving as operator in charge of shift.~~

This is the senior level position in the Wastewater Treatment Plant Operator series. Employees at this level are required to be fully aware of the operating procedures and policies of the work unit. Employees in this class will monitor, operate, adjust and maintain all treatment plant processes, will provide training and technical direction to other operators, and may act as the Operator-in-Charge of a shift based on policies and procedures outlined by Process Control Supervisor. Operators at this level are required to understand the treatment plant's National Pollutant Discharge Elimination System permit reporting requirements and treatment process operation to ensure permit compliance.

Incumbents are expected to actively seek and obtain knowledge, skill and experience to enable obtainment of a Washington State Department of Ecology Wastewater Treatment Plant Operator Group IV certificate as soon as qualified.

DUTIES

ESSENTIAL FUNCTIONS: Performs and/or directs operational and maintenance duties required to maintain effective preliminary, primary, and secondary wastewater and biosolids treatment.

Calculates plant performance parameters from monitoring data and compares values to permit limits to determine regulatory compliance.

Utilizes the computerized plant asset management system to prepare and submit work orders for equipment maintenance.

Complies with a variety of safety and environmental mandates; shares responsibility for instructing and training new employees in a wide range of safety and operational matters; inspects plant equipment and grounds for safety.

Provides technical supervision, oversight, and training to other operators **and subordinate staff**. Performs in a leadership role, providing effective guidance, **training, assistance, support** and direction. **Provides assistance to staff in resolving difficult or unusual situations and problems**. May assign, direct and/or organize work of subordinate operators. **Provides feedback to supervisory staff regarding performance of subordinate operators/staff**.

Collects and interprets process data and recommends process changes and adjustments to meet federal, State, and local regulations and permit requirements.

Independently follows established Standard Operating Procedures to perform process adjustments on all wastewater treatment and solids handling equipment.

Assists in developing and modifying Standard Operating Procedures.

~~Acts~~ **May act** as ~~the~~ **Operator-in-Charge** of shift to direct operational duties in the absence of Process Control Supervisor and Chief Operator.

~~Provides feedback to supervisory staff regarding performance of other operators.~~

Uses direct observation and the plant Supervisory Control and Data Acquisition (SCADA) system to monitor and control the levels, flows, and pressures of biogas, wastewater, storm water, re-use water and sludge at the treatment plant and at pumping stations.

Monitors treatment plant processes by collecting biogas, sludge, wastewater and re-use water samples at multiple treatment plant process units and by performing physical and chemical field and laboratory sample analyses in accordance with Standard Methods for the Examination of Water and Wastewater.

Maintains effective preliminary and primary wastewater and sludge treatment processes by adding correct amounts of several chemicals for odor control, disinfection, de-chlorination, alkalinity/pH, and sludge coagulation. Monitors and adjusts chemical feed rates directly or remotely through SCADA. Handles, mixes and stores a variety of chemicals used for wastewater and sludge treatment including polymers, sodium hypochlorite, calcium thiophosphate, and sodium hydroxide.

Monitors and operates hot water boilers and hot water heating ancillary systems including boiler fuel sources, heat exchangers, and hot water mixing valves to maintain correct temperatures for anaerobic sludge and industrial wastewater digestion.

Monitors, adjusts and performs minor repairs on mechanical equipment including air compressors, valves, gates, pumps, and motors to maintain proper flows, levels, and pressures for treatment processes.

Bio-Terrorism, Security and Federal Emergency Management: In accordance with the Bio-Terrorism law, must be sensitive concerning the security of the wastewater treatment plant and wastewater collection system. Must also comply with the National Incident Management System.

Operates, maintains, trouble shoots and calibrates sensors for temperature, carbon dioxide, hydrogen sulfide, lower explosive limit, pH, dissolved oxygen, oxidation-reduction potential, turbidity, level, and pressure.

Provides verbal and written status reports concerning plant operations. Enters information into daily logs and computer system; records meter readings and laboratory test data; prepares computerized time sheets

Cleans and maintains plant process structures and equipment as needed.

Operates trucks, truck and trailer combinations, backhoe, tractor, and forklift.

May perform any/all duties of the Operator 1 or 2 classifications.

Contributes to the effectiveness of the Wastewater Division and the City of Yakima, by exhibiting an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: ~~This is the senior level position in the Wastewater Treatment Plant Operator series. Employees at this level are required to be fully aware of the operating procedures and policies of the work unit. Employees in this class will monitor, operate, adjust and maintain all treatment plant processes, will provide training and technical direction to other operators, and may act as the operator in charge of a shift. Operators at this level are required to understand the treatment plant's National Pollutant Discharge Elimination System permit reporting requirements and treatment process operation to ensure permit compliance.—~~

Ability to train staff in procedures and operations; instruct, oversee, and evaluate the work of other operators; schedule the work of others.

Knowledge of applicable city, state and federal laws, rules and regulations.

Knowledge pertaining to the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.

Knowledge of ~~established~~ effective leadership, mentorship and supervisory principles, practices, and techniques; time management and work flow practices, record keeping and retention processes and practices. Demonstrates advanced knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Advanced knowledge of water/wastewater system operations and maintenance including types of equipment and materials used; and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Advanced ~~Knowledge~~ knowledge of the operation and equipment of preliminary, primary, and secondary wastewater treatment processes including the physical and chemical processes of anaerobic sludge digestion, screening, grit settling and classification, primary and secondary clarification, and trickling filter treatment, activated sludge, and high rate anaerobic digestion; mathematics, chemistry, hydraulic, mechanical, and electrical theory; flow, pressure, and level sensing and control equipment; recording, measuring and testing instruments; biogas, water, wastewater and sludge sampling and quality tests; confined space entry, fall protection, and bloodborne pathogen exposure. ~~Knowledge of the federal Clean Water Act, the Biosolids Rule, and the Standard Methods for the Examination of Water and Wastewater.~~

Strong working knowledge of office equipment, such as: telephone, copier/fax machines, computers, and applicable computer programs, including but not limited to: Microsoft Office Suite and internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English including correct grammar, letter composition, spelling, and punctuation. Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must possess motivation, and ability to apply the principles of wastewater treatment processes including preliminary and primary treatment units, solids digestion, biogas handling systems, sludge handling and plant-wide

air, water, electrical and hydraulic support systems; mathematics and chemistry; basic hydraulic, mechanical, and electrical theory; flow, pressure, and level control equipment; recording, measuring and testing instruments; biogas, water, wastewater, and sludge sampling and quality tests; basic industrial safety procedures and practices.

Must be dependable; able to work independently with self-direction and limited direction or oversight; maintain sustained attention to detail and work under varying timeline pressures; prioritize; and manage multiple tasks with competing deadlines. Excellent mechanical, analytical, and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Ability to operate hand and power tools; perform complex mathematical calculations efficiently and accurately; recognize and report abnormal operational and mechanical conditions through direct observations and through interpretation of SCADA and laboratory data; read, research, understand and utilize equipment repair resources; and render a timely and appropriate corrective actions; make fast and accurate decisions leading to corrective actions for the operation and maintenance of the treatment plant and correct preliminary and primary treatment processes; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples to determine adjustments; manually start and stop equipment, systems, and processes; conduct preventative and corrective maintenance on plant equipment.

Ability to understand and execute complex oral or written instructions; apply extensive or obscure guidelines to a wide variety of work situations; read, interpret and analyze technical documents and to translate analysis into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to efficiently operate a personal computer, necessary mobile devices and other standard office equipment. Must possess sufficient physical ability to work in both plant and field settings and to operated assigned equipment. Must be able to absorb detailed information and instruction, and perform strenuous physical work and occasionally lift heavy equipment.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight.

Ability to supervise, coach, mentor, assist, train, plan, organize, and lead the work of subordinate staff or other operators as needed. Ability to develop and implement accountability methods; evaluate personnel performance and provide constructive feedback. Ability to facilitate and lead cohesive, positive and highly productive work teams; work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements. Ability to work extended hours, and standby, on-call, night and weekend hours, as needed to carry out the responsibilities and functions of the position.

~~Ability to work independently; make fast and accurate decisions leading to corrective actions for the operation and maintenance of the treatment plant; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer; collect samples and set up and perform laboratory and field analysis of wastewater and sludge samples to determine adjustments; manually start and stop equipment, systems, and processes; conduct preventative and corrective maintenance on plant equipment; recognize and report abnormal operational and mechanical conditions and to initiate measures to correct preliminary, primary, and secondary treatment processes; establish and maintain effective working relationships; follow oral and written instructions; perform moderately strenuous work.~~

~~Must possess well developed communication skills, both written and oral, with appropriate use of business English including correct grammar, letter composition, spelling, and punctuation; and excellent analytical and organizational skills.~~

PHYSICAL DEMANDS: Work is performed both inside buildings and outdoor plant areas and collateral facilities. Frequent work outside in all weather extremes and may be exposed to dust, dirt, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease, animals, rodents, insects, needles, drug paraphernalia, noxious and combustible gases. Sufficient physical ability to work in both plant and field settings and to operate assigned equipment. Frequent use of both hands in

reaching/handling/grasping/fingering **keyboarding and other fine motor skill manipulation** while performing duties operating on various vehicles, equipment and machinery. Occasional bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. **May be required to frequently lift up to 25 pounds and** Occasional heavy work includes lifting and carrying up to fifty (50) pounds. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, and generally unpleasant conditions. **Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, alone, with others, or in noisy work area. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain.** May require continuous moving, sitting or standing for extended periods of time. Continuous use of all senses including feeling/talking/ hearing/seeing while performing duties and while communicating with co-workers, the general public and completing all tasks as assigned. Must be able to maintain, **access and utilize** long-term and short-term memory **for recalling and completing complex matters.** Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~May work outside in all weather extremes and be exposed to dust, smoke, electrical hazards, noxious odors, fumes, or chemicals, raw sewage, waterborne disease and noxious and combustible gases. May work at heights, alone, with others, or in noisy work area. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. May come in contact with irate, upset, emotionally disturbed and/or uncooperative individuals.~~ Subject to twenty-four (24) hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays. Work environment is team oriented, having both routine and variable tasks with variable pace and pressure. Work is performed both inside buildings and in outdoor plant areas and collateral facilities.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Possess a Washington State Department of Ecology Wastewater Treatment Plant Operator Group III certificate or equivalent at time of application. Must possess and maintain a valid Washington State Driver's License **possession of a Class A CDL license with air brake endorsement is preferred.** Possess or obtain a Basic First Aid Certificate within six (6) months of appointment. ~~Incumbents are expected to possess a Washington State Department of Ecology Wastewater Treatment Plant Group IV certificate within thirty-six (36) months of appointment. Possession of a Class A CDL license with air brake endorsement is desirable.~~

MINIMUM CLASS REQUIREMENTS: **High school diploma or GED and**
Must possess a Washington State Department of Ecology Wastewater Treatment
Plant Operator Group III certificate or equivalent with at least twenty-four (24)
months of experience as an operator in a wastewater treatment plant at the time of
application. Operating experience at the Yakima Wastewater Treatment Plant is
preferred.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 7/90; 1/94; 11/95; 6/96;10/10; 04/13; 04/14; 05/18;

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM
September 27, 2023

TO: City of Yakima Fire Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: September 2023 – YFD Monthly Report

In accordance with the City of Yakima’s Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. **New Hires - permanent or temporary appointments:**
Austin Sargent, Firefighter
Tracy Johnson, Telecommunicator
2. **Promotional or provisional/acting appointments:**
(none)
3. **Failure(s) to pass probation:**
(none)
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:**
(none)
5. **Separation from service, and reason (e.g. termination, medical separation, resignation, retirement or death):**
(none)

“The Yakima Fire Department is dedicated to providing quality public safety services to our community.”



Memorandum

September 30, 2023

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: September 2023 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission; the following information is for your review:

1. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
Tyler Schademan	Police Officer	9/5/23

2. Promotional or Provisional/Acting appointments:
(none)

3. Failure(s) to pass probation:
(none)

4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:
(none)

5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):
(none)