

## SELECTION PROCESS

The process for this recruitment is confidential and will be handled accordingly throughout the recruitment and evaluation process. References will not be contacted until mutual interest has been established. Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's qualifications for this position. Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in the interview process. This process will involve one or more in-person interviews and may involve an on-site evaluation at the wastewater treatment plant. The final decision will be made by the mayor and the selected candidate presented to the city council.

## TO BE CONSIDERED

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary, professional qualifications and accomplishments.

Resumes, including cover letter and record of accomplishments, will be reviewed and evaluated as received. **Interested candidates are encouraged to submit materials to [clerk@ilwaco-wa.gov](mailto:clerk@ilwaco-wa.gov) prior to October 16, 2015.**

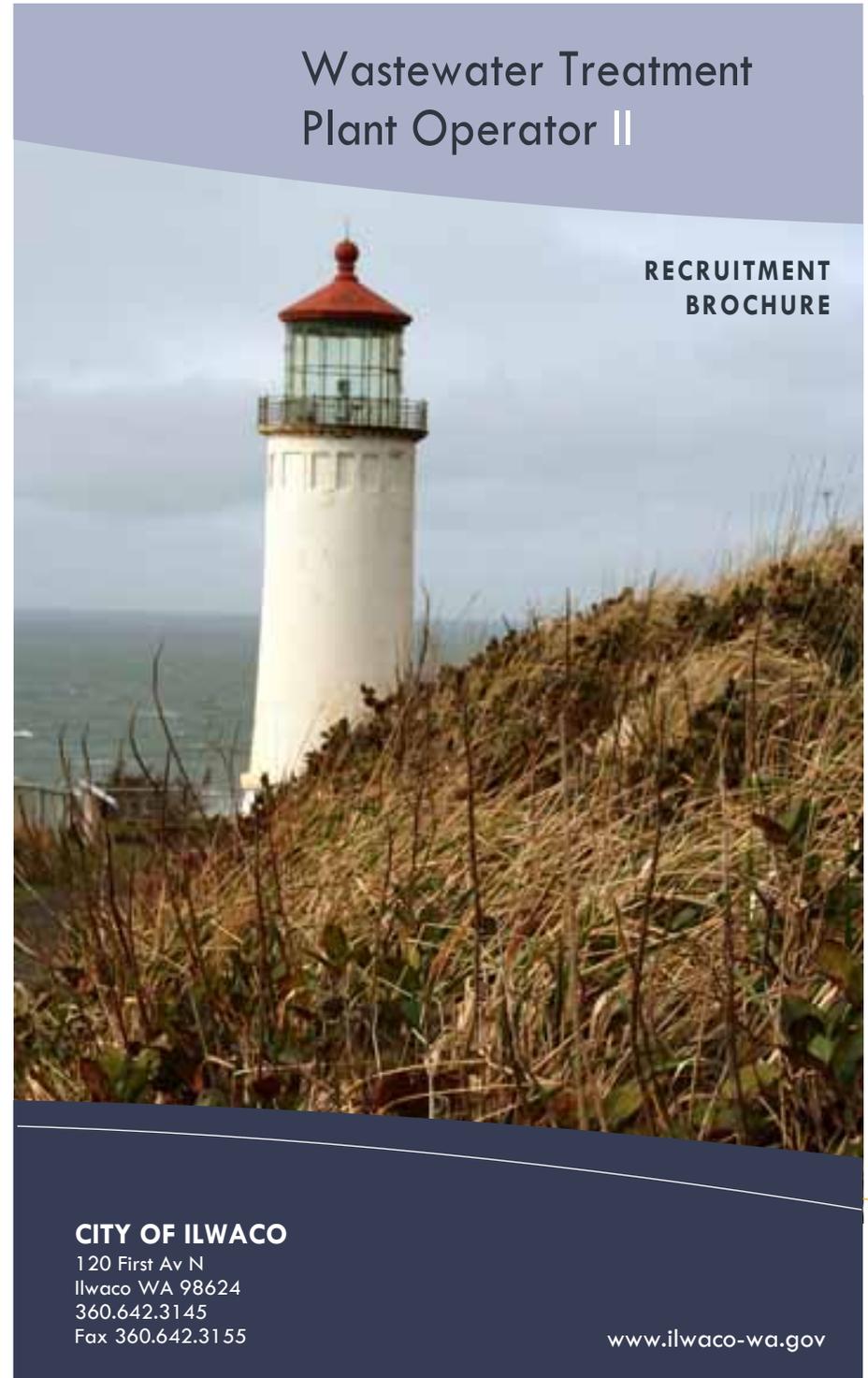
The position is considered open until filled.



[www.ilwaco-wa.gov](http://www.ilwaco-wa.gov)  
PO Box 548  
Ilwaco WA 98624

# Wastewater Treatment Plant Operator II

RECRUITMENT  
BROCHURE



## CITY OF ILWACO

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Ilwaco WA 98624  
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## **WASTEWATER TREATMENT PLANT OPERATOR–LEVEL II**

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### **THE COMMUNITY**

The City of Ilwaco wastewater treatment plant is based in Ilwaco, a historic fishing village located in a strikingly beautiful part of Washington State where the Columbia River empties into the Pacific Ocean. Known as the Fishing Capital of the West, Ilwaco and the Long Beach Peninsula offer unlimited recreational opportunities, reasonably priced housing and year-round family activities.

Housing in the area is varied and very reasonably priced. From historical homes dating back to the late 1800's, to new developments overlooking the Pacific Ocean, the current average listing price is \$230,000.

Ilwaco is the gateway to one of our nation's newest national treasures, the Lewis and Clark National & State Historical Park. Lighthouses, pristine beaches, fabulous campgrounds and breathtaking hiking trails all offer unparalleled natural beauty. The Port of Ilwaco is the Pacific Northwest's premier sturgeon, salmon, halibut, crab and tuna fishing destination. The city offers antique malls, canneries, seafood markets, great restaurants, comfortable lodgings, fine art galleries, unique upscale shops and an award-winning heritage museum. Festivals, river tours and many other attractions attract visitors to the area year round.

### **THE ORGANIZATION**

Established in 1890, the City of Ilwaco employs eight full-time and one part-time employee. These employees provide clerk/treasurer, utility, wastewater, public works and water services to the citizens. The primary mission of all employees is to provide the citizens of the City of Ilwaco with the most efficient and effective service possible. The city is governed by a volunteer mayor and five elected councilmembers. The Water/Sewer Committee, along with the mayor, recommends policy to the city council for the utility services.

### **WASTEWATER TREATMENT**

The wastewater treatment plant treats sewage for a residential population of over 1,100 and 150 local businesses.

### **THE POSITION**

The Wastewater Treatment Plant Operator–Level II is an at-will position reporting to the mayor. This position performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems. It requires a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of city wastewater facilities and systems. Due to public health and safety requirements, this position is subject to call out and overtime hours in addition to regular scheduled hours.

Other specific responsibilities for this position include:

- Monitors performance of all equipment, gauges and charts in the treatment plant and pump stations. Records statistical data concerning plant operations. Maintains, operates, repairs and replaces equipment as necessary. Charts lab test results for trend analysis and maintains accurate records of analyses and test results. Evaluates data and writes reports as required.
- Operates, maintains and repairs malfunctions at the wastewater treatment plant. Repairs gauges, pumps, filters and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and federal requirements. Gathers and tests wastewater samples for plant efficiency reports as required.
- Performs quality control tests on lab equipment and lab analyses. Evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that plant operates within required standards.
- Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
- Contains and disposes of hazardous wastes generated by the lab.
- Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other monitoring equipment.
- Operates and maintains sewage pump stations, cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

### **QUALIFYING EXPERIENCE & EDUCATION**

- Washington Department of Ecology WWTPO II or higher Certification or ability to obtain certification within 12 months, if Washington State Department of Ecology approves temporary certification.
- Graduation for high school or GED equivalent, and two years of college or technical training in biology, environmental science, chemistry or closely related field and two years experience in a wastewater utility.
- Any equivalent combination of education and experience as specified in WAC Chapter 173-230 "Certification of Operators of Wastewater Treatment Plants.

### **COMPENSATION & BENEFITS**

The City of Ilwaco offers competitive wages; Washington PERS; medical, dental and vision plan; vacation, sick leave and holidays; supplemental insurance; life insurance; and supplemental life insurance.