



Fulton County, GA

# Department of Purchasing & Contract Compliance

*Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P*  
*Director*

October 30, 2009

Re: 09ITB493K-NH Provide Georgia Certified Wastewater Treatment Plant Operators  
for the Johns Creek Environmental Campus

Dear Vendor

Attached is one (1) copy of Addendum 4, hereby made a part of the above referenced ITB. Except as provided herein, all terms and conditions in the ITB referenced above remain unchanged and in full force and effect.

Section 6, Scope of Work and Technical Specifications

DELETE in the entirety the last sentence of paragraph one, Scope of Work "Operators should have at least 2 years experience in the operations and maintenance of a similar MBR facility"

Section 6, Wastewater Operators (6)

Under Basic Qualifications, ADD to the second bullet "State of Georgia Certification" to Wastewater Class III license.

Sincerely,

Nancy Harrison, CPPB  
Assistant Purchasing Agent

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**ACKNOWLEDGEMENT OF ADDENDUM NO. 4**

The undersigned bidder acknowledges receipt of this addendum by returning one (1) copy of this form with the bid package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time.

This is to acknowledge receipt of Addendum No. 4, \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_ Legal Name of Bidder

\_\_\_\_\_ Signature of Authorized Representative

\_\_\_\_\_ Title



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## SECTION 6

### SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

#### Scope of Work

To provide eight (8) minimum Class III Georgia Certified Wastewater treatment plant operators (WWTP), one (1) Instrument Technician, one (1) Electrician (On-call) and one (1) Maintenance Mechanic to operate the Johns Creek Environmental Campus (JCEC). Certified Wastewater Operators will operate in all shifts for the standard 40 hour work week to include weekends and holidays. Operator duties will generally include the operations and maintenance of the 15 MGD Membrane BioReactor (MBR) Wastewater Treatment Facility (JCEC).

#### Location:

Johns Creek Environmental Campus  
8100 Holcomb Bridge Road  
Alpharetta, GA 30022

#### WASTEWATER LEAD OPERATORS (2)

**JOB SUMMARY:** Incumbents in this class performs process duties related to assisting the Wastewater Plant Manager with overseeing administrative plant functions and ensuring regulatory compliance. Responsibilities include managing assigned staff and coordinating plant and pump stations operations & maintenance to ensure compliance with Federal, state, and local regulations.

**DISTINGUISHING CHARACTERISTICS:** Wastewater Lead Operator supervises the entire plant operation, and assumes responsibility for maintaining operational compliance within established regulations

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Oversees plant and pump stations operations and maintenance functions.
- Manages assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff conflicts, and administering disciplinary action as required.
- Supervises the operation of centrifuges
- Performs chemical analysis on wastewater samples to ensure levels comply with Federal, state, and local regulations.
- Oversees the maintenance of electrical and mechanical equipment and determines effective solutions for the repair or replacement of problem equipment.
- Coordinates staff schedules to ensure adequate shift coverage.
- Prepares statistical reports
- Coordinates plant operations with other support agencies to ensure permit compliance with Federal, state, and local regulations.

**KNOWLEDGE:** (position requirements at entry):

- Federal, state, and local laws, rules, and regulations governing wastewater treatment plant operations;
- Pumps and control procedures related to area of assignment;
- Methods and techniques used to conduct Waste water sampling and analysis;
- Centrifuge operations;
- Occupational hazards and safety precautions related to area of assignment;

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- Mechanical, electrical, and hydraulic equipment related to area of assignment;
- Methods and techniques used in testing wastewater and implementing odor controls;
- Principles and practices of basic engineering, biology, and chemistry;
- Personal computers and related software.
- CMMS DataStream and Operations OPSWin software.

**SKILLS:** (position requirements at entry):

- Supervising assigned staff;
- Organizing and prioritizing work;
- Analyzing and resolving mechanical or operational facility problems;
- Conducting Waste water sampling and analysis;
- Preparing and producing technical and statistical reports;
- Operating personal computers, including spreadsheet, database, word processing, CMMS DataStream & Operations OPSWin software;
- Establishing and maintaining effective working relationships with other personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the public, etc., sufficient to exchange or convey information and to receive work direction.

**EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years experience as a Wastewater Operator Senior and four (4) years experience in wastewater plant operations, including two (2) years lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. **Experience in membrane system is preferred.**

**LICENSING REQUIREMENTS:** (position requirements at entry):

Valid State of Georgia Driver's License;

State of Georgia Certification Class III Wastewater Treatment Plant Operator

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, walking, grasping, fingering, lifting, carrying, bending, crouching, kneeling, reaching, twisting, pushing, pulling, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside; exposure to adverse weather conditions, odors, moving mechanical parts, chemicals, and diseases; and safety and security risks.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**WASTEWATER OPERATORS (6)**

**JOB SUMMARY:** Performs a variety of tasks in the operation and maintenance of a wastewater treatment plant including maintenance of equipment, quality control / testing and day-to-day activities on an assigned shift.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates treatment facilities to control flow and processing of wastewater, sludge, and effluent
- Monitors gauges, meters, and control panels,
- State of Georgia Certification" to Wastewater Class III license.
- Observes variations in operating conditions and interprets meter and gauge readings
- Operates valves and gates either manually or by remote control

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- Starts and stops pump, engines, and generators to control and adjust flow and treatment processes
- Maintains shift log and records meter and gauge readings
- Collects samples and performs routine laboratory tests and analyses
- Performs routine maintenance functions and custodial duties
- Makes operating decisions in absence of supervisory personnel
- Understands and carries out oral and written directions
- Establishes and maintains cooperative relationships with those contacted during the course of work
- Performs other duties as required

**BASIC QUALIFICATIONS:**

- High school diploma or GED
- Waste Water class III license
- Four year of experience in operating water/wastewater treatment plants
- Possess a valid driver's license

**PREFERRED QUALIFICATIONS**

Basic familiarity of the principles and practices of wastewater treatment plant operations; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical sewage analyses; effects and problems of waste in wastewater treatment processes; safe work practices. **Experience in membrane system is preferred.**

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS:**

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to service equipment, and have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, push a push-type mower; wear and use appropriate safety equipment.

