

## **WATER TREATMENT PLANT OPERATOR**

### **General Statement of Duties:**

Operates, monitors and maintains the process, equipment and facilities of the city water treatment plant and its intake, transmission, distribution systems and reservoirs; does other related work as required.

### **Distinguishing Features of the Classification:**

Responsible for the safe and efficient operation of water transmission and treatment facilities within the parameters established by federal and state regulations and by the City.

### **Supervision Received:**

Duties are performed under the general supervision of the City Superintendent and City Field Supervisor, but require a large degree of individual initiative, judgment and responsibility in dealing with malfunctions and emergency situations.

### **Supervision Exercised:**

Supervision is not normally a responsibility of position in this classification; however, supervision may be provided to other Operators and Public Works employees assigned to the water treatment plant and systems.

### **Principal Duties and Responsibilities:**

1. Performs operation and maintenance of the water treatment plant, intake and distribution systems to protect the public health and meet operational and Oregon State Health Division (OSHD) compliance requirements.
2. Records and analyzes charts, readings, totalizer and hour meter readings to spot equipment malfunctions and takes appropriate measures.
3. Performs and records laboratory tests including turbidity, CL2 residual, and Ph in order to adjust chemical feed rates and meet OSHD reporting requirements. Conducts bacteriological sampling, submitting and recording. Adjusts chemical dosages as required.
4. Checks backwash pond for proper drainage and operation.
5. Works with large quantities of hazardous chemicals including chlorine gas, caustic soda and concentrated acids; involving personal, public and environmental health risks.
6. Be on call 24 hours a day one week every three weeks (normal rotation schedule), may be on call more frequently due to work schedule changes, and is required to live within 20 minute response time of the Depoe Bay water and sewer systems.
7. Serves as City Safety Committee member upon assignment.
8. Performs other duties as required or assigned.

## **WATER TREATMENT PLANT OPERATOR**

### **Employment Standards:**

### **Educational Requirements:**

High school diploma or GED; preference given to Associate's Degree in related field. Must possess current State of Oregon Certification of Competency, as Water Treatment Plant Operator I. Must be able to obtain Level II Certification within three years of hiring. Additional Certifications resulting from educational achievement will be taken into consideration for advancement or promotional opportunities.

### **Certifications Required:**

Water Treatment II, Water Distribution II, Filtration Certification  
Wastewater Treatment II, Wastewater Collections I

### **Experience and Training:**

Two years of experience / training, which has provided specific knowledge to perform in the position assigned; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

### **Necessary Special Requirements:**

Possession of, or ability to obtain and retain, a valid Oregon driver's license, a Water Treatment Operator II and Wastewater Treatment Operator II Certification and any other certification required by State or Federal agencies to work in the position assigned, and First Aid or Emergency Medical procedures certifications as required.

### **Minimum Qualifications for this Classification:**

#### **Knowledge of:**

Water transmission and distribution systems, treatment techniques and procedures; strong mechanical aptitude for repair and maintenance work normally performed in treatment plant facilities; chemical, bacterial and lab processes used in wastewater/water treatment; safety precautions related to water and wastewater treatment chemicals and hazards. Proper record keeping procedures.

#### **Skill In:**

Safe operation of tools, equipment and vehicles required to perform in the position.

#### **Ability To:**

Operate and maintain the water intake and transmission systems, treatment plant and distribution systems; make independent decisions to keep processes operating correctly within

## **WATER TREATMENT PLANT OPERATOR**

established guidelines; perform and evaluate laboratory tests for control and compliance purposes; establish and maintain effective working relationships with other employees, supervisors and the general public; understand and follow oral and written instructions; work weekends and be on-call for emergencies; operate moderately heavy equipment.

### **Essential Functions:**

Application of principles and methods used in water and / or wastewater treatment facilities; operation of moderately heavy equipment; repair and maintenance work normally performed in treatment plant facilities; chemical, bacterial and lab processes used in wastewater / water treatment; safety precautions related to water and wastewater treatment chemicals and hazards. Keeping detailed, accurate records required by outside agencies.

### **Performance Standards:**

1. Be punctual in reporting for work, taking scheduled breaks, use work time efficiently, be able to deal effectively with other employees and the public.
2. Comply with rules and regulations, including but not limited to, safety, confidentiality, use of city time and equipment.
3. Keep detailed records of all operations, including daily equipment checks, chemical usages, preventive maintenance, a daily log, and records required by state regulatory agencies.
4. Performs a wide variety of skilled tasks in the preventive and reactive maintenance of treatment plant and system equipment, including lubrication, mechanical adjustments, pump, motor and generator replacement and repair, trouble shoot electrical equipment malfunctions, in the motor control and telemetry systems.
5. Work with large quantities of hazardous chemicals including chlorine gas, caustic soda and concentrated acids, involving personal, public and environmental health risks.
6. Maintains the grounds and physical plant in a professional manner.
7. Inspects to determine continued compliance with City ordinances, standards and regulations; coordinates utility line locations; locates site specific sewer and water connections.

### **Pre-Employment requirements:**

Drug screen, bondability, educational and experience verification. Demonstrated ability to perform essential functions.

**COMPENSATION TYPE:** Semi-Monthly

**FLSA EXEMPTION STATUS:** Non-Exempt

## WATER TREATMENT PLANT OPERATOR

### **Mental Aptitudes Table**

Designated Function	% Time	Aptitude Level
<b>Writing</b>	10	2
<b>Reading</b>	20	2
<b>Reasoning</b>	50	1
<b>Mathematics</b>	25	2
<b>Verbal</b>	20	2

Note: Percentages may exceed 100% because functions may occur simultaneously.

### **Basic Acuities**

Designated Function	Acuity Level
<b>Vision</b>	1
<b>Hearing</b>	2
<b>Touch</b>	2
<b>Taste</b>	2
<b>Smell</b>	1

Note: Acuity and aptitude levels are: High = 1, Medium = 2, Low = 3

Acuity and aptitude levels are established after reasonable accommodations are provided.

# WATER TREATMENT PLANT OPERATOR

## POSITION FUNCTIONAL REQUIREMENTS

Division / Dept: Public Works

Job title: Water Treatment Plant Operator

Reports To: City Superintendent and City field supervisor

<b>Designated Function</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
<b>Standing</b>		<b>X</b>	
<b>Bending</b>			<b>X</b>
<b>Climbing</b>			<b>X</b>
<b>Walking</b>		<b>X</b>	
<b>Carrying / Lifting (10 lbs)</b>			<b>X</b>
<b>Carrying / Lifting (30 lbs)</b>			<b>X</b>
<b>Carrying / Lifting (60 lbs)</b>			<b>X</b>
<b>Operating Equipment</b>			<b>X</b>
<b>Operating Motor Vehicle</b>		<b>X</b>	

### **Other Physical Functions:**

Pushing / pulling, manual dexterity, stooping, sitting, reaching above shoulder level. Quite often works out of doors, regardless of weather conditions.