

## WATER TREATMENT OPERATOR

# CITY OF MILWAUKIE

### **CLASSIFICATION: WATER TREATMENT OPERATOR**

Department: Public Works

FLSA: Non-exempt

Grade Number: 62

EEO: Category 7 – Skilled Craft

Union: AFSCME

### **CLASSIFICATION SUMMARY:**

Oversees and performs all work that provides water quality and production within the Water Division. The role includes operation, staff training, troubleshooting, repairs, upgrades, retrofits, stop-gap methods and reconfiguration. Performs a wide variety of technical water quality/quantity functions. Work is performed in a manner consistent with public health standards which ensures quality of water is compliant with all applicable state and federal and local laws and ordinances.

This position has responsibility to create and establish programs for the water treatment, production and telemetry systems for the City and is the DRC (direct responsible charge) for water treatment within limitations of job description. This position does not have supervisory authority over other staff; however, it will provide training and lead direction to a Utility Technician or any other personnel engaged in water quality and water production tasks, as well as engineering, project managers, and outside consultants.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

1. Operates, repairs and maintains the City public water supply, including operating well structures, treatment plants with aeration towers, pressure stations, reservoirs, gas chlorine injection systems, interties and all automation/instrumentation therein.
2. Collects or oversees collection of samples for laboratory analysis, performs field tests and lab tests on these samples to ensure compliance with local, State and Federal laws and ordinances.
3. Coordinates laboratory services contracts(s), reviews results to identify concerns, trends, sampling error, etc. Identifies potential trends in noncompliance and implements alternatives to correct non-compliance. Maintains records of lab results and distributes to necessary agencies. Performs sampling and monitoring methods to determine effectiveness of current treatment process.
4. Troubleshoots and problem solves any irregularities and either takes corrective action as necessary or makes recommendations as to appropriate corrective action related to the public drinking water production and treatment facilities. Research and retrofits into existing processes as alarms/equipment failures occur.
5. Responds to inquiries and complaints, investigates situation and works to resolve the situation or provide appropriate information related to the inquiry. Ensures customer concerns about water quality are appropriately addressed and tracked. Maintains positive public relations with customers and is responsive to customer needs.
6. Responsible for water facility buildings, roofs, interior and exterior building envelope to include grounds within site perimeter. Ensures water facility and site security to comply with homeland security related to public water systems.

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7. Responsible for all water emergency generators and large fire pumps. Maintains updated emergency response plan.
8. Maintains inventory and all purchases necessary to maintain system operation.
9. Responds to emergency situations related to water treatment and production and determines appropriate course of action.
10. Works with property owners, engineers, architects, contractors and others to assure compliance with local, state and federal laws, regulations and water quality rules and provide technical assistance regarding water quality.
11. Acts as water system standard and design consultant for engineering staff, project managers, and inspectors. Monitors work that connects to the active water system.
12. Evaluates overall water system operation, determines age of water for quality assurance, determines corrective methods to changes in water system that create deficiencies in water quality and fire protection.
13. Establishes and maintains data and pertinent records; prepares statistical and narrative reports as requested and as required by State and Federal regulation. Maintains well pumping within permitted groundwater right and reports usage to state water master.
14. Creates and maintains asset management plan. Maintains facilities assets at or above OEM specifications utilizing condition monitoring, preventative and predictive maintenance methods. Maintains stock of critical items and spare parts to limit site shutdowns and enhance overall system reliability.
15. Ensures all state reporting to water master and health authority to prevent violations or non-compliance to any of the Safe Drinking Water Act.
16. Contributes to water utility budget by preparing information for water treatment and production functions. Determines operational needs, trades or services needed, and estimated costs to perform work.
17. Provides educational outreach efforts regarding utility function and keeps public informed of annual water quality information and sampling results.
18. Performs other duties as required.

### **MINIMUM QUALIFICATIONS:**

#### KNOWLEDGE OF:

1. Equipment, facilities, materials, methods and procedures used in water treatment and distribution installation, connection, constructions and repair related to water treatment and distribution.
2. Applicable federal, state and local regulations for water quality, treatment and distribution.
3. Safety practices and procedures related to chlorine gas, arc flash, and confined space with toxic hazards.
4. Pumps and pumping systems, chlorine equipment, wells and water distribution systems.
5. Maintenance construction and repair methods and procedures.
6. Safety practices and procedures applicable to area of assignment.
7. Water system design, layout, and hydraulics that affect water system operations.
8. AWWA standards, health authority requirements and Safe Drinking Water Act.

#### SKILLS AND ABILITIES TO:

1. Establish and maintain accurate records and prepare reports.
2. Perform heavy manual work under confined and uncomfortable conditions.
3. Determine appropriate resources needed for a project and to direct the work of others.
4. Serve as the direct responsible charge for water treatment. May serve as alternate DRC for distribution.
5. Complete administrative duties, such as customer service and record keeping.
6. Learn, interpret and apply city, state, and federal policies, rules and regulations.
7. Schedule and organize work assignments to ensure timely and effective completion.

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8. Communicate technical, environmental and operational concepts to a variety of audiences.
9. Read and interpret construction plans and other technical documents.
10. Prepare and present clear, concise and comprehensive reports.
11. Operate and maintain equipment and power tools used in public works operations including pumps, motors, controls, radio, telemetry and chlorination equipment.
12. Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
13. Maintain water buildings and site. Maintain inventory, asset management and purchasing for production.
14. Maintain condition assessment and prioritization to minimize production impact.
15. Assist project managers, engineers, contractors, and consultants in gathering information and providing technical guidance at their request.

### **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

*(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. **Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications.** Other equivalent combinations of education, training and experience will be considered.)*

1. High school diploma or equivalent plus one year of college level coursework in biology, chemistry or related field. Bachelor of Science in biology, chemistry or related field desirable.
2. Four years of progressively responsible experience in water quality activities.

### **LICENSING AND SPECIAL REQUIREMENTS:**

1. Must possess, or be able to obtain by time of hire, a valid Oregon State Driver' License.
2. Must possess at time of hire Water Treatment I, and Water Distribution III, and obtain Cross Connection Specialist certification within six (6) months of hire.
3. Must obtain OSHA Confined Space and Competent Person Certification, within six (6) months of hire.
4. Must possess SCBA respiratory certification for chlorine gas.

### **SUPPLEMENTAL INFORMATION:**

Tools and equipment used:

1. Service trucks, GPS equipment, variety of other hand tools, multimeters, amp meters, pressure gauges, and transducers. Chlorine analyzers, colorimeter, process equipment calibration, control valves, solenoids, relays, insulation tester, PLC, electric flow meter, regulators. air compressors, oxy-acetylene and leak detection equipment.
2. Computer and printer, digital camera, fax machine and copy machines; computer software including Asset Management Software, SCADA Software, MS based word-processing, spreadsheet, and data base, and telephones. Bluebeam software, ARC GIS, City Works and Incode.

### **SUPERVISION:**

This position does not provide supervision to any other staff, may provide lead worker direction daily.

Operates under the general direction and supervision of a Public Works Supervisor.

### **WORKING CONDITIONS:**

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)*

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1. Work is performed outdoors in all weather conditions and up to 120ft above ground.
2. Able to lift to 50 pounds.
3. Strenuous physical exertion may be required.
4. Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, vaults, electrical cabinets and confined spaces with chemicals/gases, toxic elements, gas chlorine, and other hazardous chemicals. Safety equipment provided.
5. General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however, persons in this classification are on call and must meet the requirements of “Direct Responsible Charge” per Oregon Health Authority rules and called out in emergency situations at all hours, 24hrs day/7days week/365 days per year.

*The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### **CLASSIFICATION HISTORY:**

DRAFTED: 07/01/95

ADOPTED: 07/01/95

REVISED: 03/01/98

11/30/04

01/09/07

12/17/18

04/10/20