



# CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

## WATER PLANT OPERATOR I

PUBLIC WORKS DIVISION

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FLSA Status:	Non-Exempt
Department:	Community Development
Union Representation:	Represented

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### Class Summary

Under supervision of the Water Plant Operator – Lead and the Public Works Division Manager, this entry level position assists in performing operation and maintenance duties as outlined by established policies and procedures, or performs tasks as requested. Water Plant Operator I participates in all aspects of facility operation, as it applies to municipal water treatment. Under general supervision, where standard practices enable the employee to proceed alone on regular duties, referring questionable cases to supervisor.

### Duties and Responsibilities

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

- 1) Variety of tasks in the operation, repair and maintenance of the city's water treatment plant, pump stations, metering system and distribution system to ensure that the city has an adequate supply of quality water.
- 2) Assists in operations of the water treatment plant including inspection of the treatment processes and equipment, inspects raw water intake, checks pump station, changes chlorine tanks and lime for pH control and determines chemical usages.
- 3) Creates, finds and updates work orders and purchase orders in City Systems as required to conduct and document City business under the direction of the Public Works Division Manager.
- 4) Performs laboratory analysis and sampling to meet state requirements and determines need for various chemical additions to the system.
- 5) Maintains metering system including changing meters, repairing meters and reading meters. Maintains water treatment plant and systems, including maintaining pumps, treatment plant equipment, effluent pumps, air compressor, and backwash control, maintaining building and grounds and related preventative maintenance.

- 6) Prepares records and reports, including monthly report to Oregon State Health Division, laboratory analysis information, chemical usages and other related reports and records.
- 7) Receives and responds to customer complaints. Keeps updated on new procedures and practices in the industry. Assist WTP Operator in compiling the water facilities annual budget needs.
- 8) Ability to work with some confidential data such as bacteriological test results where improper disclosure could result in discipline or fines to the city by Oregon State Health Division as well as other litigation.
- 9) Supervise over water treatment plant and related systems while performing operation and maintenance of this total facility. Responsible for results in terms of cost, methods and personnel.
- 10) Inform and advise the Community Development Director, Public Works Division Manager, and other operators on facility operation matters, including making recommendations as requested. Under direction of the Water Plant Operator – Lead, update Operation and Maintenance Manuals as necessary. Explain the purpose and operation of treatment facilities to citizens, school classes, and other water quality professionals. Make cost effective use of City resources.
- 11) Support a positive work environment. Treat other employees with respect. Work to resolve issues of conflicting personalities and needs.
- 12) Performs other related duties as required or directed.

The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

### **Qualifications**

#### **REQUIRED**

- High School diploma or equivalent plus additional specialized courses.
- Requires the use of biology, algebra, chemistry, laboratory technology and training generally applicable to water treatment plants.
- State certification of Oregon Water Treatment I required within two years of hire.
- Valid Oregon driver's license.

#### **PREFERRED**

- Associate of Science degree in Water Treatment Technology, Oregon Water Treatment System Operator Grade I.

### **Knowledge Required**

- Theories and principals of water treatment plant operations.
- Federal and state laws governing the Environmental Protection Agency (EPA) and Oregon State Health Division (OSHD) standards.
- Personal computers and related software applications.

## Skills Required

- Ability to apply theories of hydraulics and electricity to diagnose problems and make repairs.
- Ability to use tools to complete carpentry, plumbing, and mechanical projects.
- Ability to record operations and laboratory data and interpret process control trends.
- Ability to promote positive public relations, and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

## Work Environment

May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals (such as chlorine and ACH), heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, and high voltage equipment requiring the use of safety devices and precautions. Possible exposure to explosive mixtures or toxic gas. Errors may be serious, involving such items as loss or delay of public services, equipment damage, downgrades in water treatment quality and could affect public health. Accidental spills or leakage of hazardous chemicals could cause injury to employee.

Approved



Dan Huff, City Manager

3-6-19

Date