



# CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

## WATER PLANT OPERATOR I

COMMUNITY DEVELOPMENT DEPARTMENT

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

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### Class Summary

Under the supervision of the Water Plant Operator – Lead and the Water Quality Superintendent. This entry level position assists in performing operations and maintenance duties at the Water Treatment Plant as outlined by established policies and procedures, and performs other tasks as assigned.

### 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) A variety of tasks in the operation, repair and maintenance of the city's water treatment plant, pump stations, intake station, 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 Operations Supervisor.
- 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) Stays up to date on new procedures and practices in the industry.

- 8) Works 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) Inform and advise the Community Development Director, Water Quality Superintendent, and other operators on facility operation matters, including making recommendations as requested.
- 10) Under direction of the Water Plant Operator – Lead, updates Operation and Maintenance Manuals as necessary.
- 11) Supports a positive work environment and treats other employees with respect.
- 12) Performs other related duties as required or directed.

## **Qualifications**

### **REQUIRED**

- High School diploma or equivalent.
- State certification of Oregon Water Treatment I required within two years of hire.
- Valid Oregon driver's license within 6 months of hire, must have a valid driver's license from any state upon hire.

### **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.
- Familiarity with small tools and their applications.
- Personal computers and related software applications.

## **Skills Required**


- Ability to learn and 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 operational 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

  
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Dan Huff, City Manager

6-26-25  
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Date

