



ORGANIZATION: City of Lincoln City
JOB TITLE: Lead Water Treatment Plant Operator
FLSA STATUS: Non-Exempt, Grade 14
UNION: AFSCME
UPDATED: March 2016

PURPOSE OF POSITION: In a lead capacity and while demonstrating competency and dedication, perform and direct the activities required to operate and maintain the City's Class III Water Treatment Plant in compliance with regulatory agency requirements. Protect public health and the environment by providing safe, potable drinking water for customers.

ESSENTIAL JOB FUNCTIONS:

In a lead capacity, train and mentor employees, schedule work, assist to determine work to be performed and assign and review work as directed by supervisor. Provide input into the hiring and performance evaluation of team and participate in duties of assigned crew.

Respond to various questions, resolve problems that arise at the worksite and provide technical assistance to team involving work tasks.

Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases and estimate costs of proposed work. Order chemical supplies, tools and equipment as necessary and directed, within budgetary guidelines.

On occasions when the Supervisor is not available, ensure that minimum compliance requirements are met, that information is given and received to/from Department Head, that any pre-set deadlines or obligations are met and that any new direction from the Department Head is followed.

Engage in daily complex water quality compliance activities and maintain accurate records of plant processes, laboratory tests, sampling and maintenance activities. This includes:

- Understanding and applying Environmental Protection Agency (EPA), Oregon Health Authority (OHA) and the Department of Environmental Quality (DEQ) and other stringent and frequently changing requirements.
- Completing monthly and annual sampling, monitoring and analyses of water quality levels that parallel those of a larger City due to the seasonal increase in population.
- Performing laboratory tests for turbidity, coagulation, pH, temperature, chlorine residuals and alkalinity and submitting samples to certified testing laboratories for other tests as required.
- Interacting with the EPA, OHA, DEQ and State Laboratories as needed to ensure that the unique features of our Water Plant are taken into consideration and that compliance is achieved.

Lead and manage special projects, such as the Lead and Copper Program that is conducted every three years. This includes organizing and coordinating the households involved and ensuring that all research and reports are completed according to standards.

Monitor and adjust water plant operating processes in compliance with regulations, including pre-treatment, coagulation, sedimentation, filtration and disinfection. Check flows, chemical feeds, levels, water quality indicators and measuring systems as scheduled.

Use Microsoft Word and Excel, Caselle, Executime and other City programs and systems (for example, those used for purchasing and budgeting) to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Use Supervisory Control and Data Acquisition (SCADA) system to monitor and control the Plant onsite and remotely. Act as an Operational Decision Maker (ODM) consistent with OHA guidelines.

Plan, schedule and perform preventive and corrective maintenance on Water Treatment Plant equipment, e.g. pumps, valves, motors, electrical systems, air systems, measuring instruments, etc.

Operate and maintain the watershed, supply, production and distribution system such as water booster stations, reservoirs, fire pumps, pressure sustaining valves and natural gas generators.

Perform various inside and outside facilities/grounds maintenance activities at plant, and off-site facilities and stations.

Acts as a back-up for Water Distribution Operator II as needed.

Demonstrate excellent customer service when responding to customer complaints and questions regarding water quality.

Maintain professional, respectful and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas and act as a role model for safety to other members of the team. This includes wearing all necessary Personal Protective Equipment.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. This includes maintaining required Continuing Education credits as dictated by the State. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School education or equivalent plus two years relevant post-high school education (which can include Continuing Education) and a minimum of six years of experience in a Class II (or higher) Water Treatment Plant with three of those years as an ODM, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties in compliance with the Oregon Health Authority (OHA). Thorough knowledge of principles and practices of operation, repair and maintenance of a Water Treatment Plant, including knowledge and experience with water sampling, testing and evaluation techniques. Thorough knowledge of and experience with the variety of chemicals used to ensure safe and potable drinking water. Knowledge of and experience with the safe operation of Water Treatment Plant, pump stations and reservoir equipment required in the position. Demonstrated ability to accurately create and maintain records and perform arithmetic calculations.

SPECIAL REQUIREMENTS/LICENSES: Possession of Level III Water Treatment Certificate. Ability to obtain Filtration Endorsement (FE) Certificate within six months of appointment and maintain throughout employment. Possession of CPR/First Aid certifications within six months of appointment and the ability to maintain throughout employment. Ability to obtain a Level II Water Distribution

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

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Certification within six months of appointment. Possession of a valid driver's license. Must be able to respond onsite to an emergency within twenty and no more than thirty minutes.

DESIRABLE REQUIREMENTS: Previous experience within a City's Class III Water Treatment Facility. Current CPR/First Aid Card at time of appointment. Possession of an FE at time of appointment. Possession of a Level II (or higher) Water Distribution Certification. SCADA experience.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, stand, bend, kneel, stoop, push, pull, twist, balance, reach, and manipulate objects, tools or controls, including use of a computer terminal. The position requires mobility, including the ability to climb ladders up to 55 feet using harness equipment. Position duties regularly require the movement of materials weighing up to 25 pounds. Some duties are physically demanding requiring exertion equivalent to moving materials weighing up to 75 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, telephone and other standard office equipment as well as heavy field equipment such as backhoe, dump truck, tapping tools, etc. The ability to obtain and maintain certification to wear a respirator while performing some duties is required.

WORKING CONDITIONS: Work is performed in a wide variety of environments including laboratory, Water Treatment Plant, in and around water, confined spaces, heights and outside weather conditions. The employee may be exposed to fumes, oils, chemicals, etc. Must be available for extensive "on-call" response after normal work hours. Must also be available to act as an Emergency Responder.

SUPERVISORY RESPONSIBILITIES: In a lead capacity, responsible for two FTEs. Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the general supervision of the Water Treatment Supervisor who reports to the Public Works Director.