



ORGANIZATION: City of Lincoln City
JOB TITLE: Water Treatment Plant Operator II
FLSA STATUS: Non-Exempt, Grade 10
UNION: AFSCME
UPDATED: March 2016

PURPOSE OF POSITION: Demonstrate competency and dedication while operating and maintaining the City's Class III Water Treatment Plant in compliance with regulatory agency requirements. Protect public health and the environment while providing safe, potable drinking water to the community.

ESSENTIAL JOB FUNCTIONS:

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.

Take water samples. Perform daily laboratory tests for turbidity, coagulation, pH, temperature, chlorine residuals, alkalinity as scheduled. Submit samples to certified testing lab for other tests as required.

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

Order chemical supplies, tools and equipment as necessary and as directed.

Prepare and maintain accurate records of plant processes, laboratory tests, sampling and maintenance activities.

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

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

Use Microsoft Word and Excel and other City programs and systems 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.

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

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training/continuing education and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

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.

MANDATORY REQUIREMENTS: High School education or equivalent and three years of relevant experience or one year post-High School education and two years of relevant experience (post-High School education can be earned through continuing education) or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties in compliance with the Oregon Department of Human Services (DHS) guidelines. Thorough knowledge of principles and practices of operation, repair and maintenance of a water treatment facility, including water sampling, testing and evaluation techniques. Knowledge of and experience with chemicals used to ensure safe and potable drinking water and experience safely operating a Water Treatment Plant, pump stations and reservoir equipment. Demonstrated ability to accurately create and maintain records and perform arithmetic calculations.

SPECIAL REQUIREMENTS/LICENSES: Possession of a Level I Water Treatment Certificate. Able to obtain a Level II Water Treatment Certificate within six months of appointment and maintain throughout employment. Ability to obtain a CPR/First aid card within six months of appointment and ability to maintain throughout employment. Possession of a valid driver's license and able to maintain throughout employment. Must be able to respond onsite to an emergency within thirty minutes.

DESIRABLE REQUIREMENTS: Previous experience within a City's Class III Water Treatment Facility. CPR/First Aid card. Possession of a Level II (or higher) Water Treatment Certificate. Possession of a Level I (or higher) Water Distribution Certificate.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, bend, kneel, stoop, push, pull, twist, balance, communicate, reach, and manipulate objects, tools or controls. The position requires mobility, including climbing a ladder up to 55 feet wearing 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. Employee may be exposed to fumes, oils, chemicals (including toxic chemicals such as chlorine gas), etc. Must be available for "on-call" response after normal work hours on a rotational basis, according to demonstrated competency and Water Plant protocol. Must be available to act as an Emergency Responder.

SUPERVISORY RESPONSIBILITIES: Supervision is not a function assigned to this position. May provide training to Water Treatment Operator I as directed.

SUPERVISION RECEIVED: Works under the general supervision of the Water Treatment Plant Supervisor who reports to the Public Works Director. Also takes direction from the Lead Water Treatment Plant Operator.