

# Water/Wastewater Treatment Operator II

**DEPARTMENT:** Public Works  
**DIVISION:** Water  
**SUPERVISOR:** Wastewater Treatment Plant Supervisor  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No



## **POSITION SUMMARY**

Applies knowledge, experience, and skills in the field of water distribution and treatment to perform both regular and non-routine tasks in the operation and maintenance of water filtration, water collection, and water distribution facilities. Performs activities to operate a water supply system, to monitor processes and computers, to conduct lab and clerical work, and to maintain equipment, facilities, structures, and grounds.

## **SUPERVISION RECEIVED**

Works under the direct supervision of the Wastewater Treatment Plant Supervisor in matters related to the operation and maintenance of the Water Filtration Facility and the Wastewater Treatment Plant.

## **SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

### **Water Filtration Facility**

- Operates and monitors SCADA system to control processes, adjust chemical feeders, verify plant operations and equipment to ensure compliance according to local, state, and federal laws, rules, and regulations.
- Maintains plant logs and reports and other clerical and administrative duties, as necessary. Assist in completing all Federal, State and Local reports in accordance with prescribed standards.
- May serve as the City's Direct Responsible Charge (DRC) for the Water Filtration Facility.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepare samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conduct in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Performs work with a high level of skill and judgment, requiring quick and accurate decisions to prevent risk of physical harm to operator, costly damage to equipment, health hazards to the public, interruption of service to consumers, or possible fines by the Oregon Department of Health.

- Assists in the organization, scheduling, and performance of all routine maintenance on equipment such as lubrication, oil changes, and belt changes. Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.
- Responds to public inquiries in a courteous manner, provides information within scope of knowledge, and refers to Water Treatment Operator or Public Works Supervisor as appropriate. Conducts or participates in public tours of the Water Filtration Facility as requested.
- Responds to alarms, when on-call, and makes necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.

#### **Wastewater Treatment Plant**

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary, charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the Wastewater Treatment Plant, repairs gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that the plant operates within required standards and provides information to the supervisor on immediate and long-term status and needs.
- Contains and disposes of hazardous wastes generated by the lab.
- Repairs machinery and equipment while on a boat or on a float. Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Other duties as assigned.

## **PERIPHERAL DUTIES**

- Works as part of a team to cover both the Wastewater Treatment Plant and Water Filtration Facility.
- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits, or equipment of the treatment plant.
- May serve as a member of various employee committees.
- May perform portions of the work of higher classified positions occasionally, as assigned.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field.
- b. Six (6) years of combined experience relating to water treatment, water distribution, wastewater treatment and collections; or
- c. Any equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Working knowledge of equipment, facilities, materials, methods, and procedures used in Wastewater Treatment Plant maintenance and operation activities, working knowledge of laboratory procedures and practices.
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.
- d. Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

### **REQUIRED**

- Must possess a valid state driver's license.
- Certification as an Oregon Water Treatment Plant Operator II at a minimum, or the ability to obtain one within six (6) months of hire.
- Certification as an Oregon Wastewater Treatment Plant Operator III (preferred), or the ability to obtain one in a reasonable time as determined by the Supervisor.
- Certification as an Oregon Wastewater Collection Operator II (preferred), or the ability to obtain one in a reasonable time as determined by the Supervisor.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence.

## **PREFERRED**

- Trained in confined space procedures and use and containment of hazardous chemicals used. Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.
- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Training in micro-fiber filtration facilities or processes is a plus.

## **TOOLS AND EQUIPMENT USED**

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw. Specialized equipment such as crack welder and electrical test equipment may be used under close to limited supervision depending on the area where equipment is used, and potential risk involved.

May be required after appropriate training to operate dump truck, utility truck, jet clean/vacuum truck, manlift, tamper, plate compactor, pumps, compressors, sanders, generators, detection devices, mobile radio, phone, and ditch witch.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to monitor radio messages while doing other work throughout shift.

Ability to wear all required safety and protective gear and equipment.

### **WORK ENVIRONMENT**

Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions. Can be unusually stressful due to the need to make quick decisions to avoid equipment damage or dangerous results.

## EMPLOYEE ACKNOWLEDGMENT

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

I acknowledge that I have received a copy of the **Water/Wastewater Treatment Operator II** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Water/Wastewater Treatment Operator II

\_\_\_\_\_  
Date

Print Name:\_\_\_\_\_

\_\_\_\_\_  
Wastewater Treatment Plant Supervisor

\_\_\_\_\_  
Date