

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Water Treatment Plant Operator-I In - Training**
Department: Water

FLSA Status: Non-Exempt
Union Status: Represented
Updated: January 2021

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This is a Water Treatment Plant Operator trainee level position. Incumbents learn and perform a variety of monitoring, operations, maintenance, and repair work on the City's water treatment system and facilities. It is distinguished from the Water Plant operator I position by performing less complex work and requires no certification.

The work involves responsibility for the operation and routine maintenance of the water treatment plant, reservoirs and monitoring the water intake facilities. The work also includes monitoring and testing throughout the water distribution system to ensure compliance with regulations and standards.

SUPERVISION RECEIVED:

Works under the general direction of the Water Treatment Plant Operator II (WTPO II) and the Water Superintendent.

SUPERVISION EXERCISED:

May give direction to part-time or temporary staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Many of the assignments listed below are performed in a training and learning capacity under the direction of a certified operator with the expectation that the incumbent will develop the capacity to perform the full scope of work with minimal guidance and supervision upon certification and end of training period.

Essential and other important responsibilities may include, but not limited to, the following:

Performs standard operation and water quality tests at various treatment stages.

Prepares testing solutions and treatment chemicals.

Accurately test and analyze water samples.

Maintains required records, reports, pumping charts and other operation logs.

Makes operational and flow changes by using electrical control valve positioning and adjusting pump and other equipment settings.

Adjust chemical feed rate to maintain proper treatment and water quality.

Check, lubricate and make minor repairs to equipment.

Perform routine maintenance and minor field repairs of equipment such as lubrication, checking fluid levels and other components as required.

Meet State mandated removal/inactivation requirements for microorganisms and viruses.

Clean and maintain laboratory and physical plant; and perform grounds maintenance in and around the facilities.

Perform water meter reading on a back-up basis.

Perform water customer service activities.

Flush and purge waterlines to eliminate sediments and stale water, and to maintain chlorine residuals.

Follow directions and implement or carry out written and/or verbal instructions and assigned duties.

Perform all duties in conformance to appropriate safety and security standards.

OTHER JOB FUNCTIONS:

Respond to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion, and may be required to be on-call to respond to emergencies.

Operate trucks, and other public works vehicles and equipment.

Operate various machinery and power tools.

Attend meetings or seminars as assigned.

Conduct other related work as directed.

EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or GED equivalent supplemented by college level courses and/or other specialized training in the operation and maintenance of a water

treatment plant and/or in engineering, chemistry, microbiology, mechanics or related fields.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

ABILITY TO DEVELOP:

Broad knowledge of the specialized skill involved in the theory and practice of the treatment of water and various related subjects.

Knowledge of Federal and State regulations related to water treatment and drinking water standards.

Knowledge of occupational hazards and safety precautions associated with confined spaces and water systems.

Ability to use sound judgment and reasoning in the performance of job functions.

Ability to meet physical demands of job and perform essential job functions.

Ability to perform the responsibilities of the position effectively, efficiently and consistently.

SPECIAL REQUIREMENTS:

Possess or obtain within 30 months a State of Washington Water Treatment Plant Operator II certificate.

Possess a First Aid card or obtain one within 12 months after date of hire.

Possess a Flagger's card or obtain one within 12 months after date of hire.

Ability to successfully satisfy a background investigation.

Ability to be trained in confined space entry requirements.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Laboratory glassware and instruments, computers, adding machines and other office equipment, turbidimeters, CL2 residual analyzers, streaming current detectors, large pumps, multiple environment gas detector, various water testing, sampling, monitoring and treatment equipment.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Hand-eye coordination is necessary to operate computers and various pieces of office/lab equipment and machinery.

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

At times, work may involve continuous physical effort including frequent bending, walking, manipulation of and heavy lifting of equipment, materials and supplies.

The employee may be required to wear a self-contained breathing apparatus under certain work conditions. This may require clean-shaven or limited facial hair growth to meet State and Federal requirements for proper mask seal.

The employee must occasionally lift objects weighing over 50 lbs.

Specific vision abilities required by this job includes close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes working with chemicals found in lab tests and chemicals used to test water.

Duties are performed primarily at the water treatment plant, and reservoir sites, though work may occasionally take place at locations throughout the water distribution system and at other facilities and locations.

Work may be required indoors and outdoors. Work may require mobility under, on top of, and around structures, machinery and equipment. Work may take place on wet, loose, and/or uneven surfaces, and in some situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces and above ground.

Noise level in the work environment is usually quiet to moderately noisy. On occasion, the noise level may be loud and hearing protection required.

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The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

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

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City of Chehalis

Date Approved: _____

By: _____, City Manager