

## POSITION DESCRIPTION

Class Title: W.T.P.O Group II Shift Operator

Job Code Number:	N/A	FLSA Status:	Non-exempt
Department:	Water	Grade Number:	10-12
Date:	05/13/2020	Location:	Ilwaco, Washington

### GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair, and replacement of the City water supply, treatment or distribution facilities and systems.

### SUPERVISION RECEIVED:

Works under the general supervision of the Utilities Manager and Mayor.

### SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower level operators or utility workers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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 water treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal requirements.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Maintains a variety of records relating to inspections, maintenance activity, water supply, treatment, consumption, etc.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.

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

Operates a variety of power construction and maintenance equipment used in the water department.

#### PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

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.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent, and, supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and

(B) Two (2) years of experience in a water utility, or

(C) Any equivalent combination of education and experience.

(D) Possession of Washington WTPO Group II or Higher.

Necessary knowledge, Skills and Abilities:

(A) Working knowledge of equipment, facilities, materials, methods and procedures used in water 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; Ability to understand and carry out written and oral instructions.

## SPECIAL REQUIREMENTS

Valid State Driver's license. Certification as a Water Treatment Plant Operator Group II, also Class B CDL, Flagger's card, First Aid Card or ability to obtain within 6 months of employment.

## TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab 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 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. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and

is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.