

664 Commercial Street  
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Monroe, OR 97456



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<b>Position Description:</b>	<b>Water Treatment Plant Operator</b>
<b>Department:</b>	<b>Public Works</b>
<b>Reports to:</b>	<b>City Administrator</b>
<b>Supervision Duties</b>	<b>Minimal</b>
<b>Employment Status</b>	<b>Non-Exempt</b>
<b>Updated</b>	<b>August 2019</b>
<b>Salary</b>	<b>\$55,000---\$70,000 DOQ</b>

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## **GENERAL DESCRIPTION**

Serving "In Responsible Charge", operate and maintain City's water treatment plant including continuing operation and routine maintenance of plant systems and related facilities.

The duties and 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 essential functions.

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

## **REQUIRED FUNCTIONS**

### City of Monroe Core Competencies

An Employee of the City of Monroe is expected to:

1. Understand and promote all professional aspects of public service and conduct themselves in a manner which reflects positively on the City of Monroe.
2. Work with elected officials in a respectful, humble and professional manner.
3. Present a helpful, welcoming and open attitude to the public.
4. Perform responsibilities in a manner that clearly shows effective communication and cooperation and that promotes an open exchange of information, respect, high ethical standards and professionalism.
5. Continue to develop their skills through training, reading and meeting with others so that they are able to meet the changing demands and perform the duties of their position.
6. Follow and enforce all safety rules and procedures, and contribute to the safety of co-workers and the general public.
7. Contribute effectively to the accomplishment of city goals, department objectives and activities.
8. Practice common courtesy and respect with fellow employees especially related to work schedules, work load, coordination of time off and shared equipment areas.
9. Follow all rules, policies, procedures and laws.
10. Maintain work areas in a clean and orderly manner.

### Primary Duties

1. Perform preventive and corrective maintenance on equipment to ensure efficient, reliable operation. Clean weirs, screens, tanks and other equipment and machinery.
2. Take samples and conduct analysis of water at various stages of treatment. Evaluate data and make process control adjustments in treatment process to ensure quality.
3. Inspect and test equipment such as pumps, motors, valves, generators, gauges, compressors, storage devices, and other related treatment equipment and connections for proper operation.
4. Ensure necessary materials, supplies, chemicals, and equipment are available by maintaining inventory of parts and materials and obtaining parts, tools, and supplies as necessary.
5. Perform routine custodial/maintenance duties to keep buildings, furnishings and grounds clean and in good appearance.
6. Water Plant Operator is in charge of City's Cross Connection Program.
7. Work with other individuals and organizations as necessary on projects and developments pertaining to treatment operations.
8. Maintain cooperative working relationship with City staff, other organizations, and the public.
9. Follow all safety rules and procedures for work areas.
10. Provide assistance to other personnel as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.
11. Support all public works operations within the municipal organization in a team environment with city public works and administrative staff.
12. Supervision is not a typical function to this position. May provide training and orientation as needed to assigned personnel on department policies, practices and water operations.

### **MINIMUM QUALIFICATIONS**

#### Experience and Education

Equivalent to high school education plus additional specialized courses in water treatment plant operations. Three years' experience at a water treatment facility or any satisfactory combination of experience and training, which demonstrates the necessary knowledge, skills and abilities for this position.

#### Certifications and Licenses

1. Must have a valid Oregon Driver's License.
2. Required Certifications:
  - a. Level 2 Water Treatment
  - b. Water Distribution
  - c. Have or obtain Cross Connection Inspector Certification
3. It is desirable that applicant possesses higher level of certifications and has previous experience within municipal treatment plant operations.

#### Skills, Knowledge and Abilities

1. Advanced knowledge of principles, methods, materials, tools and equipment used in water treatment operations and maintenance.
2. Principles of water processes; sampling techniques; safety and familiarity with analytical procedures for testing laboratory.

**DRUG AND ALCOHOL RANDOM TESTING**

Due to the safety and/or security-sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**PHYSICAL/MENTAL DEMANDS**

While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility and may require entry to confined spaces. Many duties are physically demanding, requiring the occasional moving of materials weighing up to 90 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination.

**WORKING CONDITIONS**

The majority of duties takes place outside the buildings with exposure to all types of weather conditions and on a year-round basis, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis, typically by cell phone. Typically works weekends and on call holidays on a rotating basis. Must reside within 30 minutes response time to the water treatment plant.