

JOB DESCRIPTION



ORGANIZATION: City of Lebanon
DEPARTMENT: Engineering Services
JOB TITLE: Water Treatment Plant Operator I

LOCATION: Lebanon, OR
DATE: August 2018
JOB STATUS: Non-Exempt
FLSA Exempt: No

PURPOSE OF POSITION: Performs a variety of semi-skilled and skilled technical and maintenance work in the operation and maintenance of water treatment facilities and systems.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Performs extensive and routine preventative maintenance from oil changes and greasing to inspection and replacement of belts, seals, chains, sprockets, valves and various other parts to prevent sudden failure of all critical equipment including the rolling stock.
2. Evaluates pump performance and operational data to determine if, when, and what work must be done to all pumps. Performs the appropriate repair work including rebuild pumps, replace packing, seals, impellers, bearings shafts and all related parts.
3. Uses computer applications on a limited basis to prepare simple reports, keep daily records, and submit equipment maintenance requests. Maintains accurate and detailed maintenance records for all equipment and activities performed as directed and required.
4. Designs, and fabricates parts, components and equipment for numerous minor projects including installation and modification of equipment and structures. Work may include the use of welding equipment, cutting equipment, hand held power tools, bench tools, diagnostic tools, and mechanics tools. Work will require a basic understanding of a variety of materials such as steel, aluminum, brass, copper, plastics, masonry and wood.
5. Operates heavy equipment to move materials, perform equipment installation and removal, access equipment for repair, and perform biosolids land application. Heavy equipment will include, but is not limited to forklifts, front end loaders, scissor lifts and other hoisting equipment, boom trucks, and over the road commercial trucks.
6. Operates, repairs, and maintains specialized equipment and instruments used in the sampling, analysis, and processing of water, including but not limited to lab equipment, samplers, pumps, and other conveyance equipment. Inspect, monitor, and adjust plant process equipment and instruments; performs preventive maintenance and minor repairs; may assist with major repairs, modifications, and installation and start-up of a variety of process equipment.

7. Responds to emergencies such as mechanical failures to power outages at the treatment facilities working hours and after hours as required.
8. Responds to alarms and potential issues; evaluates situations to make initial assessment of potential problems. Conveys information about the alarm or situation to the appropriate supervisor or certified operator in a clear and concise manner.
9. Represents the City of Lebanon by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
10. Maintain professional networks and attend training sessions and conferences as necessary to advance skills and keep abreast of issues and practices in all areas of responsibility.
11. Serves as a member of various City committees as assigned.
12. Assists other staff in the performance of their duties as assigned.
13. Maintain work areas in a clean and orderly manner.
14. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.
15. Maintains regular job attendance and adherence to working hours.
16. Possess and maintain a valid Oregon Driver's License with an acceptable driving record.

MANDATORY/MINIMUM QUALIFICATIONS:**Education & Experience:**

1. High school diploma or equivalent
2. Three (3) years of experience in water/wastewater operation and equipment maintenance and repair; or three (3) years' experience as a maintenance mechanic or millwright involved in mechanical systems maintenances; or two (2) years' experience and an Associate's Degree in a related field; or any satisfactory combination of experience and training which demonstrates the skill set to perform the Essential Job Functions/Duties & Responsibilities.

Licenses & Certificates:

1. Possession of or ability to obtain with one year of hire, a valid Grade I State of Oregon Water Treatment Certificate.
2. Possess or the ability to obtain a valid Oregon driver's license within the first 30 days of employment.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below represent the operating dynamic of the position.

Knowledge of:

1. Principles, practices and techniques of public water treatment plant, operation and maintenance methods, materials, equipment used in treatment plants.
2. Public works functions, policies and procedures, and municipal government operations.

3. Materials, methods, and techniques used in construction, maintenance, operation and budgeting of public works facilities.
4. Principals, practices and techniques of municipal water treatment operations and maintenance.

Skill in:

1. Operation of listed tools and equipment used in the operation and maintenance of a complex filtration water treatment facility, and related systems, including personal and control computers.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of Microsoft Office.

Ability to:

1. Perform basic process control calculations.
2. Communicate orally and in writing in a clear and concise manner.
3. Represent the City professionally and effectively in meetings with others.
4. Establish and maintain positive working relationships.
5. Negotiate effective solutions to complex problems.
6. Handle critical emergency situations in a professional, effective and efficient manner.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, stand, climb or balance, stoop, kneel, crouch or crawl, communicate, reach, and manipulate objects, tools or controls.
2. The position requires mobility. Duties involve moving materials weighing up to 50 pounds.
3. Character and flow of work involve coordination of manual dexterity less than 50% of the work period.

WORKING CONDITIONS: The employee will occasionally work in outside weather conditions. The employee occasionally works near moving mechanical equipment and is exposed occasionally to wet and/or humid conditions. The employee occasionally works in high, precarious places and is exposed occasionally to fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is sometimes moderately loud. Travel is normally limited to various city work sites. This position may be required to work evenings and weekends.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the day to day guidance of the Water Treatment Plant Supervisor and/or the Engineering Services Director.