

## JOB DESCRIPTION



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

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

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

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1. Primary operator of the water treatment plant. Operates, repairs, and maintains specialized equipment and instruments used in the sampling, analysis, and processing of potable water, including but not limited to lab equipment, samplers, pumps, and other conveyance equipment. Inspects, monitors, and adjusts 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.
2. Uses computerized control system to regularly monitor and control plant processes, equipment, and instrument activities for the treatment plant operations, including reservoirs, and raw water intake as applicable.
3. Collects and tests samples of surface water and potable water, ; may include collection and testing of materials containing hazardous constituents. Evaluates operational data and information and effect necessary process control changes using a variety of manual and automation control systems.
4. Uses computer applications to prepare reports, keep daily records, utilize spreadsheets, and submit equipment maintenance requests.
5. Troubleshoots and responds to alarms and potential issues; evaluate situations to make initial assessment of potential problems and decide on the appropriate problem-solving solution.
6. 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. Regards everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
7. 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.

8. Serves as a member of various City committees as assigned.
9. Assists other staff in the performance of their duties as assigned.
10. Maintain work areas in a clean and orderly manner.
11. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.
12. Maintains regular job attendance and adherence to working hours.
13. Possess and maintain a valid Oregon Driver's License with an acceptable driving record.

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

1. Associate degree in water technology or related field.
2. Three (3) years of experience in Class II treatment plant or higher; or any satisfactory combination of experience and training which demonstrates the skill set to perform the Essential Job Functions/Duties & Responsibilities.

**Licenses & Certificates:**

1. Oregon Class II Water Treatment Operator (w/filtration endorsement) Certification at time of hire.
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 or wastewater 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/wastewater treatment operations and maintenance.

**Skill in:**

1. Operation of listed tools and equipment used in the operation and maintenance of a complex secondary wastewater treatment facility and coagulation/flocculation/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 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 Treatment Plant Supervisor and/or the Engineering Services Director.



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Approved by City Manager

April 2018