

WATER TREATMENT PLANT OPERATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To operate and maintain the City's water treatment plant; to collect water samples for chemical testing purposes; to ensure the safe and efficient delivery of clean water to City residents; to maintain plant equipment; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Treatment Plant Superintendent.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Operate and maintain the City's water treatment plant in order to produce high quality finished water that meets State drinking water standards for purity.
2. Adjust pump settings, chemical feed settings and other equipment to maintain compliance with drinking water regulations and meet water consumption demands.
3. Monitor plant processes and functions; read meters, gauges, graphs, and control panels; adjust valves and pumps for correct operation.
4. Collect chemical tests and required water sampling; ensure compliance with State and Federal guidelines and regulations; prepare test solutions and record results; prepare monthly reports; send samples to laboratory for microbiological analysis; test for temperature, chlorine, turbidity, pH, alkalinity, color and fluoride.
5. Receive and store chemicals, equipment, and parts necessary for plant operations.
6. Respond to questions, inquiries and complaints from customers regarding water service and/or quality; resolve problems as necessary.
7. Operate a variety of equipment and tools necessary to maintain the water treatment plant system and equipment.
8. Perform general plant maintenance including cleaning, painting, and repairing plant facilities; perform a full range of grounds maintenance duties involved in maintaining landscaped areas.
9. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a water treatment plant.

Practices, principles, and procedures used in the operation and maintenance of water treatment and purification facilities and systems.

CITY OF FOREST GROVE

Water Treatment Plant Operator (Continued)

Methods, equipment, chemicals and materials used in the treatment, storage and distribution of water.
Operation, repair and maintenance methods for water distribution equipment.
Methods and techniques of water sampling and routine testing.
Safe handling procedures for water treatment chemicals.
Operational characteristics of water treatment plant tools and equipment.
Occupational hazards and standard safety practices.
Mathematical principles.
Modern office equipment including computers and supporting applications.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Operate and maintain the City's water treatment plant facilities and systems.
Operate a variety of equipment and tools necessary to maintain the water distribution system.
Conduct routine tests and required water sampling.
Monitor and adjust plant processes.
Ensure drinking water is in compliance with State and Federal guidelines and regulations.
Perform plant maintenance and facilities duties.
Maintain clear and accurate reports on plant activities.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in water treatment and distribution or a related field.

Experience:

Two years of increasingly responsible experience in the operation and maintenance of a water treatment plant.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid Water Treatment Plant Operator II certification with a filtration endorsement.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; work in or with water.

Mobility: Incumbents require sufficient mobility for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; bending, stooping, kneeling, crawling and operating motorized equipment and vehicles.

Vision: Visual acuity to read printed documents and operate assigned equipment and tools.