

## **WATER TREATMENT PLANT OPERATOR – UTILITY WORKER**

*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 perform general buildings and grounds maintenance duties; to operate a variety of hand and power tools and equipment; to operate and maintain the City's water treatment plant; and to perform a variety of duties relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision 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. Perform general plant maintenance including cleaning, painting, and repairing plant facilities; perform the full range of grounds maintenance duties involved in maintaining landscaped areas.
2. Perform a variety of maintenance duties and responsibilities in the operation and maintenance of the City's water treatment plant.
3. Perform grounds maintenance duties such as mowing and edging grass, operating a weed eater, removing and trimming shrubbery, and raking leaves.
4. Operate and maintain a variety of landscaping equipment including riding mowers, small tractors and related equipment; ensure all equipment is operated in a safe and efficient manner.
5. 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.
6. Adjust pump settings, chemical feed settings and other equipment to maintain compliance with drinking water regulations and meet water consumption demands.
7. Monitor plant processes and functions; read meters, gauges, graphs, and control panels; adjust valves and pumps for correct operation.
8. Collect water samples; ensure compliance with State and Federal guidelines and regulations; prepare test solutions and record results; prepare monthly reports; send samples to laboratory for microbiological testing.
9. Respond to questions, inquiries and complaints from customers regarding water service and/or quality; resolve problems as necessary.
10. Operate a variety of hand and small power tools and equipment such as push mowers, chainsaws, weed eaters, shovels, rakes and various other equipment in support of grounds maintenance and repair operations.
11. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operations, services and activities of a general plant, facilities and grounds maintenance program.  
Operational characteristics of grounds maintenance tools and equipment.

**CITY OF FOREST GROVE**

**Water Treatment Plant Operator – Utility Worker(Continued)**

Operation, repair and maintenance methods for water treatment equipment.  
Operational characteristics of water treatment plant tools and equipment.  
Basic methods and techniques of water sampling and routine testing.  
Practices, principles, and procedures used in the operation and maintenance of water treatment and purification facilities and systems.  
Safe handling procedures for water treatment chemicals.  
Occupational hazards and standard safety practices.  
Basic mathematical principles.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform routine plant, facility and grounds maintenance.  
Operate and maintain the City's water treatment plant facilities and systems.  
Operate equipment, tools and machines necessary to operate, repair and maintain plant equipment and facilities.  
Conduct routine required water sampling.  
Ensure drinking water is in compliance with State and Federal guidelines and regulations.  
Monitor and adjust plant processes.  
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:**

One year of experience in the operation and maintenance of a water treatment and distribution system.

**License or Certificate**

Possession of an appropriate, valid driver's license.

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

**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, electrical energy, 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; operating motorized equipment and vehicles.

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