



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

WATER TREATMENT PLANT OPERATOR – LEAD

Community Development Department

FLSA Status:	Non-Exempt
Department:	Public Works
Union Representation:	Represented

Class Summary

Under the direction of the Water Quality Superintendent where standard practices enable the employee to proceed alone on regular duties. The employee plans and arranges own work, referring only questionable cases to the Water Quality Superintendent and provides direction on day-to-day activities of Water Plant Operator II and Water Plant Operator I. Some training and direction provided by Water Quality Superintendent. Water Plant Operator- Lead is not authorized to initiate or implement any type of disciplinary action or authorized to approve overtime, discretionary time off, and any other right of management.

Duties and Responsibilities

**Note: An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform.*

- 1) Performs a variety of tasks in the operation, repair, and maintenance of the City's water treatment plant, intake pump station, metering system and distribution system to ensure that the City has an adequate supply of quality water.
- 2) Performs inspections and calibration on all essential equipment and instruments necessary to ensure water quality meets or exceeds Environmental Protection Agency (EPA), OHA, and all other relevant regulatory standards.
- 3) Determines detention times and chemical application feed rates for proper coagulation, flocculation, pH and disinfection based on laboratory analysis of raw and finished water samples.
- 4) Collects water samples and performs on-site laboratory analysis of ph, turbidity, total suspended solids and residual chlorine levels, also schedules and collects water samples sent to a local state certified laboratory based on EPA and OHA requirements.
- 5) Prepares, distributes and maintains records and reports including Consumer Confidence Reports, laboratory analysis results, monthly and annual water production totals, chemical usage reports, backwash discharge reports and other related documentations.
- 6) Keeps up to date on EPA, OHA, Standard Methods and all other related regulations, as well as maintains certifications by attending water treatment workshops, classes, schools and/or other state recognized training.

Job Description – WWTP Operator - Lead
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- 7) Performs general landscaping and building upkeep.
- 8) Receives, responds, and documents any and all complaints or information in reference to water quality and/or potential source water contamination.
- 9) Maintains other treatment facility records and reports including daily log of events and monthly report to the Operation Supervisor.
- 10) Keeps updated on new procedures and practices in the industry.
- 11) Researches situations and provides recommendations to the Operations Supervisor.
Plans jobs, prepares material purchases, and works with outside vendors to conduct City Business. Creates, finds and updates work orders and purchase orders in City Systems as required to conduct and document City business under the direction of the Operations Supervisor.
- 12) Assists the Water Quality Superintendent in compiling the water facilities annual budget needs. Responsible for results in terms of cost, methods and personnel.
- 13) Acts as the Direct Responsible Charge (DRC) for City's Water Treatment Facility.
- 14) Ensures all employees, contractors and visitors maintain a high level of safety at all times and strictly adheres to the Occupational Safety and Health Administration (OSHA) rules and regulations.
- 15) Performs other related duties as required or directed.

*The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

Qualifications

REQUIRED

- Minimum Grade 2 Certification in Water Treatment from OHA; must obtain filter endorsement or Grade 3 Certification within 6-months of hire.
- Thorough knowledge of water technology and operations of water treatment facilities and OSHA safety regulation as pertaining to water systems.
- High School diploma or equivalent.
- Experience leading a team in an operational environment, industrial preferred.
- Minimum 2 years' experience working in a water treatment facility required.
- Valid Oregon driver's license.

PREFERRED

- Two-year degree in water technology or equivalent
- Training in areas of water treatment, chemistry, biology, algebra and electrical work equivalent to a two-year technical degree.

Knowledge Required

There are diversified duties involving an intensive knowledge of water treatment facilities operation and maintenance. Requires the use of judgment and the analysis of the facts and circumstances surrounding individual problems and determining actions to be taken within the limits of standard operating procedures. Comprehensive use and understanding of personal computers, SCADA, and other equipment and related software applications.

Skills Required

- Ability to apply theories of hydraulics and electricity to diagnose problems and make repairs.
- Ability to use tools to complete carpentry, plumbing, and mechanical projects.
- Ability to record operations and laboratory data and interpret process control trends.
- Ability to promote positive public relations and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

Work Environment

May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals (such as chlorine and ACHL heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, and high voltage equipment requiring the use of safety devices and precautions. Possible exposure to explosive mixtures or toxic gas. Errors may be serious, involving such items as loss or delay of public services, equipment damage, downgrades in water treatment quality and could affect public health. Accidental spills or leakage of hazardous chemicals could cause injury to employee.

Approved

A handwritten signature in blue ink, appearing to read 'Dan Huff', written over a horizontal line.

3-6-19

Dan Huff, City Manager