



## City of Lake Oswego, Oregon

### Job Description

#### **WATER PLANT OPERATOR IV**

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 167**

**Job Code: 4051**

#### **Class Summary**

Under supervision of the Water Treatment Plant Manager and Assistant Plant Manager, the Water Treatment Plant Operator IV operates, monitors and maintains mechanical, chemical, instrumentation and process control systems as necessary to ensure the Water Treatment Facility is operated in a manner, which maximizes the protection of the public's health and the return on the public's investment in the City's water system. The Operator IV(s) also work with the Plant Manager and Assistant Plant Manager to set guidelines and standards for the treatment process, provide guidance to under certified operators on treatment decisions that affect health and safety of the public. May act as DRC (Direct Responsible Charge) of Water Treatment in the absence of the Manager and Assistant Manager.

#### **Distinguishing Characteristics:**

The Water Plant Operator IV classification is distinguished from a Water Plant Operator I,II and III classification by the scope of responsibility, certification requirements, and the performance of more complex duties. The operator IV will be certified in Oregon at the Water Treatment 4 level and as such will be in a role to provide guidance to all operating staff when making critical treatment decisions that have an impact on public health.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Operates the Water Treatment Facility in a lead role to achieve water quality goals by altering the physical, chemical and microbiological properties of the water and to ensure compliance with State drinking water standards including maintaining records of raw and finished water quality, determining correct dosing requirements for chemicals, sampling and reporting procedures, process adjustments and appropriate response to emergency situations such as chemical releases.
2. Serves in a lead role in implementing the WTP asset management program and competently utilizes the computer maintenance management (CMMS) system.
3. Routinely inspects and performs preventative maintenance and repair as required on all Water Treatment Facility equipment and instruments including pumps, piping, valving, meters, process

control instrumentation and sampling devices including maintaining records of such inspections, maintenance and repairs.

4. Routinely monitors and controls the operation of the City's water distribution system via its SCADA system from the master control station located in the Water Treatment Facility. Performs field checks of such facilities in response to alarm conditions as they occur and if assigned. Provides interface and support between the Water Treatment Facility and other City departments including maintenance, fire and police.
5. Establishes process control objectives to optimize the water treatment process.
6. Orders needed materials and equipment for plant operation, water quality analysis, and equipment maintenance.
7. Orders chemicals and assists in the proper unloading and storage of chemicals used in water treatment including Alum, Sodium Hypochlorite, Sodium Hydroxide and polymers.
8. Prepare reports and maintain plant records using the WTP water quality database to ensure State reporting requirements are met, perform mathematical calculations of chemical use, water production and quality and energy consumption.
9. Performs other duties of a similar nature and level.

## **Minimum Qualifications**

### **Knowledge of:**

- Local, state and federal standards, laws and regulations related to water treatment.
- OR-OSHA safety rules relating to maintenance and repair of equipment and handling and storage of chemicals used in the water treatment industry.
- Computer control systems consisting of HMI's, PLC's and network or radio communications systems used in the water treatment and distribution industry.
- Computer maintenance management systems, and water quality database systems.
- Personal computers including file management and report development using various software programs including MS Word, Excel, and Access.
- Preventative maintenance of Water Treatment Facility equipment including diagnostic testing, lubrication and coatings.
- Math, algebra, physical sciences including chemistry, biology, hydraulics.

### **Skills and Abilities to:**

- Perform Operational Decision Making (ODM) of a water treatment facility.
- Analyze changing water quality conditions and how to initiate and validate process control and chemical feed changes in response to changing water quality.
- Understand and troubleshoot complex systems using control strategies and manufacturers O&M manuals to identify corrective actions.
- Read and interpret engineering drawings, schematics and P&ID's.
- Perform equipment diagnosis to identify appropriate maintenance and repair.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's or Bachelor's degree in Biology, Environmental Science, Water Environment and Technology or a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification are required to possess a valid driver’s license and ability to meet the City’s driving standards.

The following certifications and/or licenses are required:

State of Oregon Water Treatment certification grade 4, Filtration Endorsement.

The following certifications are/or licenses are strongly desired:

State of Oregon Water Distribution certification grade 2 or above

Applicants with certifications from other states will be expected to acquire, by reciprocity, State of Oregon certifications within 6-months of hire for the grades identified above.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

May be required to stand for long periods of time, up to full length of shift; walk over rough terrain, up and down inclines, stairs, on paved and unpaved surfaces, and over long distances.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*