



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

Water Treatment Plant Specialist II

FLSA Status: Non-Exempt
Bargaining Unit: TE7
Salary Grade: Teamsters

CLASS SUMMARY:

The Treatment Plant Specialist II is the fifth level in a seven level Utilities Operation Series. Incumbents are responsible for performing daily operations and semi-skilled to skilled maintenance of the water treatment plant, lift stations, and/or pump stations. Duties may include preventative maintenance, facilities and equipment repair, construction, sampling and analyzing processes to determine regulatory compliance, making process adjustments, completing and compiling computer based data and files, interpreting regulations, performing customer service activities with vendors and contractors, and fabrication. Incumbents create, update and maintain maintenance records, solicit bids, and order parts and supplies. Some incumbents inspect pump station and reservoir sites. Incumbents are required to operate hand and power tools and light equipment. Incumbents provide training and guidance to Treatment Plant Specialist I, seasonal and temporary workers.

The Treatment Plant Specialist II is distinguished from the Treatment Plant Specialist I by its focus on semi-skilled to skilled maintenance and mid-level certification.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Monitors and operates the Water Filtration plant, utilizing the SCADA system to monitor levels, temperatures, turbidities and flow rates to determine process performance and effectuate changes necessary to maintain required standards. Starts and stops water treatment plant equipment and processes as needed.
- Performs laboratory analysis of raw, mixed and finished water samples to determine process effectiveness, which includes preparing reagents, weighing samples, performing calculations, and recording and gathering data.
- Collects hourly operations data, compiles and processes data, prepares daily and monthly reports.
- Instructs and assists subordinate staff in the proper methods and techniques to carry out their duties in accordance with adopted policies, standard operating procedures and State and Federal Regulation.
- Performs routine inspections and preventative maintenance, and calibration and repair of plant operational systems, replaces and installs pipes, cables, conduits and equipment to maintain or improve the facility. Inspects and replaces oils, fluids, and parts. Maintains accurate equipment maintenance records.
- Researches and orders parts and supplies used in operation, repair and maintenance of plant processes and equipment.
- Inspects reservoir and pump station facilities to evaluate security issues and recommend and/or effectuate changes.

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Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Inspects and operates facility equipment, emergency generators, reservoir and pump station facilities, booster station pumps and control valves to evaluate proper operation and maintenance needs.
- Performs and/or assists in the processing of plant solids both at the plant and pond sites, to include cleaning of tanks and basins. Evaluates the effectiveness of polymer dosing and dredging performance to insure optimum equipment operation.
- Enters data into the equipment database regarding equipment operation, identifies abnormal conditions or situations, and initiates corrective action.
- Determines chlorine mix, concentration and speed of delivery at remote sites based on observed and historical residual data and inspects and repairs metering pumps.
- Works with vendors and contractors via email and telephone in a professional manner.
- Communicates verbally and in writing with the Superintendent and co-workers regarding plant operations, repair needs, equipment needs, process modifications, and expected demands based on trends.
- Responds to after-hour emergencies.
- Safely operates a motor vehicle, heavy equipment and forklift.
- Completes training necessary to obtain and/or maintain required certifications.
- Other duties of a similar nature as required.

Training and Experience (positions in this class typically require):

A High School Diploma or equivalent, with additional coursework in chemistry, biology, or science preferred, and 2 years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An Associate's Degree in a related field is preferred.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License Class C
- OHA-DWP Water Treatment Level II Certificate or higher
- Forklift Certificate
- Confined Space Entrant or Attendant Certificate

Incumbents may be required to obtain CPR and Confined Space Supervisor certificates, and must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

Knowledge (positions in this class typically require):

Knowledge of:

- Water principles and practices;

- Water testing methods and techniques;
- Water distribution process;
- Treatment plant operations and/or maintenance activities;
- Equipment troubleshooting and diagnosis;
- Pipe fitting/plumbing;
- Basic mathematics;
- Supervisory Control and Data Acquisition (SCADA) system
- Safety practices and OSHA standards;
- City pressure zones and distribution piping;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class typically require):

Skill in:

- Troubleshooting, analyzing, repairing and maintaining mechanical equipment;
- Operating the SCADA system;
- Using laboratory equipment and analyzers to test water samples;
- Safely using hand tools and power tools;
- Safely and skillfully operating a motor vehicle;
- Properly using personal protective equipment;
- Understanding, following, and providing written and oral instructions;
- Working independently and as part of a work team;
- Using a computer and related software applications; and,
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council September 3, 2014, Resolution No. 16-6036

Revised February 11, 2016