

CITY OF WOODLAND
WATER OPERATOR

Department: Public Works

Date: December 15, 2015

Nature of Work:

The Water Operator assists the Water Treatment Plant Superintendent in the operation and maintenance of the municipal water system facilities and the water distribution system. Work involves the operation, maintenance and repair of the treatment plant including filters, pumps, chemical systems, lagoons, reservoirs, and other duties. Work in the distribution system includes hydrant flushing, valve testing, hydrant repair, meter installations, water line repair, meter repair, water sampling, cross connection program duties, and other duties as needed to maintain the municipal water system.

Supervision Received and Exercised:

The position works under the general supervision of the Water Treatment Plant Superintendent. Some duties in the distribution system may be supervised by the Public Works Senior Leadman.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT: Essential and other important responsibilities and duties may include, but not limited to the following:

Essential Functions:

- Ability to work weekends and holidays.
- Participates in the collection and testing of potable water samples to assure adequate treatment process and compliance with regulatory standards.
- Assure the proper operation of pumps, motors, filters, chemicals, and other plant equipment.
- Maintains gauges, meters and other plant testing and measuring devices to assure proper functioning of equipment.
- Maintains records and prepares all necessary periodic reports on plant operations. Coordinate with Water Treatment Plant Superintendent on matters pertaining to plant operations.
- Assure that all work is performed in accordance with sound safety practices and procedures.
- Routine cleaning and maintenance functions including cleaning plant, mowing and weeding plant site, maintaining lagoons, and other duties.
- Routine operation and maintenance of valves, hydrants, meters, and water mains.
- Performance of duties indoors and outdoors, under a variety of weather conditions, both individually, and as part of a work team.

Marginal Functions:

- Physically able to stand for extended periods, climb ladders, work in confined spaces, bend, stoop and lift more than 50 pounds.
- Perform special projects or tasks as assigned by Water Treatment Plant Superintendent.
- Respond as necessary to inquiries from the public including tours of plant facilities.
- Aid as needed at the Wastewater Treatment Plant or with Operations Crew tasks.
- Other related duties as assigned. Minimum Requirements

Education and Experience:

- A. High School graduate or G.E.D. equivalent, and
- B. One (1) year of operation of Water Treatment Plant Works or equivalent.
- C. Equivalent combination of work experience, education, and training.
- D. Certified Washington Water Treatment Plant Operator-In-Training (OIT), Level I, or Level II operator.
- E. Possess and maintain a Washington State Driver's license.
- F. Required to obtain First Aid and CPR Certification within one (1) year of employment.
- G. Certification as a Washington Cross-Connection Specialist (CCS) is preferred.
- H. Certification as a Washington Water Distribution Specialist (WDS) is preferred.

Knowledge, Skills and Abilities*:

- Thorough knowledge of the principles, practices, machines, equipment, materials, and operating procedures of a municipal Water Treatment Plant.
- Considerable knowledge of the standard methods for examination of potable water.
- Proficiency in the use of computer productivity programs like Word, Excel, Outlook, Access, cross connection control database programs, etc.
- Ability to read charts and meters accurately and maintain accurate records of plant operations.
- Knowledge of mechanic, hydraulics and electricity associated with necessary maintenance and operation of plant equipment.
- Skill in the use of hand tools used in making adjustments and repairs to equipment and machinery.
- Ability to function out-of-doors under all types of weather conditions.
- Ability to deal courteously and tactfully with the public and other city employees.
- Ability to communicate effectively with co-workers and complete paperwork accurately and efficiently.
- A high level of time management skills, as the position dictates frequent interruptions.

SPECIAL REQUIREMENTS:

- As a condition of employment, direct deposit of payroll to a bank of employees' choice, is required.
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.

- The city supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable, and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here 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 the essential functions.

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).
- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance

instruments; physically capable of moving about on work sites and under adverse field conditions.

- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squattng, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.
- **Environmental Factors:** A small percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

*Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.

Dated this 15th day of December 2015
Water Operator

Reviewed by the City Council and

Approved by the Mayor this 5th day of December 2015.



Grover B. Laseke, Mayor