



# Water Treatment Plant Chief Operator

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**DEPARTMENT:** Public Works      **SUPERVISOR:** Public Works Director  
**CLASSIFICATION:** Non-Exempt      **PAYROLL:** Grade M

**POSITION SUMMARY:** Perform various supervisory and skilled technical work required in the operation and maintenance of the City's Class I water treatment facility, Class II water distribution system, and associated pump stations, and storage reservoirs. To maintain these systems for compliance with the State and Federal regulations while meeting all of the specific Safe Drinking Water Act regulations.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Perform inspections of, and maintain the water treatment facility, water distribution system, and associated pump stations and reservoirs to ensure proper equipment operation, working condition and cleanliness per established requirements. Read and record monitoring instruments, gauges, and other equipment indicators.
- Establish operational maintenance parameters and procedures and process control guidelines. Make necessary equipment adjustments as established by operations and maintenance procedures.
- Interpret process control data and adjust to meet targets set by process control guidelines.
- Help the Public Works Supervisor in the preparation of operational and maintenance budgets for water treatment facility and water distribution system.
- Enter and retrieve data from facilities computerized data system. Program and operate various process control systems and programmable logic controllers.
- Conduct appropriate testing for lead/copper and other tests as required.
- Maintain logs and records as required by laws, regulations, and procedures regarding the treatment and distribution of potable drinking water. Assist the Public Works Supervisor in the preparation of any regulatory reports to EPA, Oregon Drinking Water Program, and other required agencies.
- Evaluate and isolate problems with procedures, equipment and operational systems, making corrective changes as necessary.
- Collect samples from the treatment plant process and complete appropriate laboratory tests. Contact outside laboratories and coordinate the conduct of specialized analyses.

- Ensure Safety and Chemical Hygiene Program, and all laboratory quality and safety assurance program requirements are met. Develop and implement related safety rules and procedures for areas of responsibility.
- Follow all safety rules and procedures established for work areas.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Emulate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Other duties as assigned.

### **AUXILIARY JOB FUNCTIONS**

- Represent City on various construction projects for treatment facilities and distribution system.
- Meet with various groups, organizations and schools to provide public information and education.
- Perform various grounds and custodial work within the facility.
- Perform various duties associated with field crews within the Public Works Department as workload and staffing levels dictate.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Position is subject to emergency calls during traditional non-working hours. May require working a rotating shift, on weekends and holidays.

### **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION / EXPERIENCE**

- Associate's degree in Water Technology and four years of experience at a Class II or higher water treatment facility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

- Advanced knowledge of principles and practices of operation, repair and maintenance of a conventional or slow sand water treatment plant and water distribution system, including water sampling, testing and evaluation techniques.
- Knowledge of treatment plant chemicals, the safe operation of all types of water treatment and distribution equipment recordkeeping, mathematic calculations, and complex computer operations for plant control and operations is required.
- Experience with the process of slow sand filtration will be given special consideration.
- Competent computer operation abilities and knowledge of Microsoft Office Suite.

#### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possession of Level II Water Treatment Plant Operator and Water Distribution certifications.
- Possession of a class B CDL and current First Aid/CPR card.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, sewage, sludge, bio-hazards, dirt, oil, grease, fumes, noise and chemicals.
- Entry to confined spaces is required on an infrequent basis.

#### **PHYSICAL ABILITIES**

*The physical demands 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.*

- While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls.
- The position requires mobility.
- Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 80 pounds.
- Movement of materials weighing up to 25 pounds may consume up to 15% of the work period.
- Activity and types of duties performed require manual dexterity and coordination.

**SUPERVISION**

- Works under the general direction of the Public Works Director.
- Train, assign and review work of seldom over 2 FTE at the water treatment plant. However, full supervisory responsibility is not a typical function assigned to this position.
- May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

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**REQUIRED SIGNATURES**

*My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.*

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Water Treatment Plant Chief Operator

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Date

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Public Works Director

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Date