



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Production Operator Helper

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Director of Water Engineering and Operations

RANGE: Contract

With crew leadership from the Water Production Foreman

POSITION SUMMARY: The Water Production Operator Helper is an entry level position that assists higher classification Water Production staff in the construction, operation and maintenance of water production facilities and systems. This includes, but is not limited to, assisting in the daily maintenance and repairs of hydraulic and mechanical equipment, filter beds, facility clean up, grounds keeping and other facilities, which may be assigned. Work is directed by Water Production Foreman or Water Production staff. At entry level, this position requires constant supervision. With experience, this position can perform work without supervision for short periods of time. This position performs as a team player who works harmoniously, efficiently and safely with office and field crew employees. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the mission and core values of SUB to other employees and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Assists in construction, repair and maintenance projects including, but not limited to, the installation and repair of meters, pumps, motors, electrical and communication systems, pressure regulating equipment, water storage tanks and other auxiliary facilities and equipment.
5. Gathers water samples for operational decision making and regulatory compliance.
6. Assists in operation and maintenance of water quality monitoring and control instrumentation.
7. Performs building maintenance and grounds keeping duties of the production facilities.
8. Assists in preparing legible and clear daily notes, written reports and as-built plans for work-in-progress. As assigned, proficiently and accurately uses Microsoft Office applications for documentation and reports.
9. Demonstrates safe work habits and creates a safe work environment for co-workers and the public.
10. Assists in the production of treated water which meets or exceeds all OHA requirements for quality and meets the customer needs for quantity.

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11. Complies with SUB’s safety rules, OSHA regulations and SUB policies.
12. Participates in achieving division and department goals and objectives.
13. Works well with co-workers and customers to effectively and efficiently respond to their need for service.
14. Maintains a current Oregon driver’s license and good driving and safety record.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB’s Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

None

MINIMUM QUALIFICATIONS

Experience

- Minimum one-year experience with water systems or related experience is preferred

Knowledge, Skills & Abilities

- Self-starter who performs efficiently and effectively to safely complete work assignments
- Strong mechanical aptitude and skilled use of hand and power tools

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- Basic computer skills in Microsoft Word and Excel preferred
- Must obtain an Oregon Class A CDL driver's license with a Hazardous Materials Endorsement within the first six months of hire
- Multi-task work assignments and meet deadlines
- Work independently with limited supervision
- Communicate effectively orally and in writing
- Represent SUB in a manner conducive to good public relations
- To advance to a Water Production Operator 1:
 - Must obtain certifications for Water Treatment Plant Operator Level I and Water Distribution Operator Level I from the State of Oregon within two and a half years of employment and satisfactory performance

Education/Certifications

- A new employee in this position must pass the OSHA-accredited written exam for Service Truck Crane Certification within six (6) months of hire, and must complete the OSHA-approved Service Truck Crane Certification for SUB's Equipment within one (1) year of hire and maintain the certification thereafter.
- High school diploma or equivalent

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working in the field in ditches/excavations; around electronic equipment and electricity; around and on top of reservoirs and elevated tanks; in vaults, pits and underground pump stations; around traffic/heavy equipment, in inclement climatic conditions, and at night.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers in stressful situations. Makes decisions quickly and calmly when working in the field, on top of reservoirs, in confined spaces, in ditches, or near equipment. Thinks and reacts quickly in emergency situations.
- **VISION:**
 - Far Visual Acuity:** Sees adequately to drive a vehicle.
 - Near Visual Acuity:** Reads small print on maps, plans, labels, reports, computer screens, etc.
 - Peripheral Vision:** Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers, movements of equipment, or objects falling from above. Assesses position of service truck and crane in relation to other equipment and in relation to excavation around existing utilities.
 - Color Vision:** Judges red, green and yellow traffic lights adequately to drive trucks on highways. Differentiates color of underground utility locate paints and colors in mapping and on computer screens or control panels.
 - Depth Perception:** Judges depth very accurately to: (1) direct other operators and equipment around production utilities; (2) work near edges of elevated structures; (3) assess equipment in traffic or other confined spaces.

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Night Vision: Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions.

- **HEARING:** Hears spoken conversation well while working in the field around production/storage facilities and communicating with a co-worker despite heavy background noise from traffic, equipment, rain or wind; and when visual signals cannot be used. Hears high-pitched back-up horns or equipment. Hears adequately to operate a two-way radio.
- **COMMUNICATION:** Communicates clearly to be accurately understood and to accurately understand others when in the field and around production/storage facilities or when up to 100 feet away from a co-worker despite heavy background noise from traffic, equipment, rain or wind and when visual signals cannot be used. Communicates by two-way radio.
- **STANDING:** Stands on the job usually a minimum of 15 minutes at one time, up to 4 hours. May actually be on his/her feet 4 hours or more at one time, but maneuvers around the work site at intervals. Total standing time is 50 percent to 100 percent of the average shift.
- **SITTING:** Worker sits on bench-style pickup seat or office furniture seats 1.5 hours maximum at one time. Total sitting can be up to 3 to 4 hours per shift.
- **WORKER MOBILITY:** In and out of vaults/pump stations and up and down ladders. Uses hand tools (wrench, hammer, etc.), machinery, and other equipment which requires bending and/or twisting and/or lifting. Often times on knees and bent over working on production/storage facilities.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/8 to 1/4 miles. Total walking per shift is 10-30 percent. Walking occurs in slippery conditions, in mud, on rock, and on uneven ground.
- **LIFTING/CARRYING:** 0-10 lbs.--continuous; 11-20 lbs.--frequently; 21-50 lbs.--frequently; 51-75 lbs.--occasionally; 75-100 lbs.--occasionally. Work involves intermittent use of hand tools, welders and lifting of heavy and light electronic parts.
- **PUSHING/PULLING:** Pushing/pulling hand tools, materials and equipment from trucks. Pushing/pulling is often done while bent over for up to two hours at a time, four times a day. Starts gasoline powered equipment with hand start.
- **REACHING/HANDLING:** While in bent over position, worker occasionally works at full extent of his/her reach and leans back while using tools, often standing on one leg and in awkward positions. May be required to maneuver tools and power equipment in a bent-over position. Grips and firmly holds hand tools and equipment for several minutes at a time, often at arms length. Threads nuts and washers on pipe fittings. Uses tools wearing gloves. Gives hand signals when directing other people. Writes information, draws diagrams and operates 10-key, computers, telephones and radios. Uses jack hammers, chain saws, electrical drills and welders.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items or handing items to fellow workers. Often works in awkward positions.

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- **CLIMBING:** Climbs in and out of pump stations/vaults with tools and equipment. Climbs on top of reservoirs and elevated tanks. Climbs hills and walks over uneven ground while carrying equipment.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works around high-voltage wires and other underground utilities. Exposed to noise from traffic construction, heavy equipment near construction sites, pumps, motors and power tools up to six hours per day. Hearing protection is provided. Works in confined spaces, such as underground vaults requiring entry through a manhole. Works storage tanks. Exposed to chemicals (primarily through skin contact or inhaling) used for treatment and maintenance of equipment as listed in the MSDS. Exposed to numerous types of pollen. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Works with lumber, bolts, plastic, metal sheets/bars, and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Operates and uses power tools, hand tools, jack hammers, chain saws, welder, electronic equipment, trucks and trailers.

Revised: December 7, 2018