



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Production Operator I

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Water Production Foreman and

RANGE: Contract

Director of Water Engineering and Operations

POSITION SUMMARY: The Water Production Operator I position requires experience in water distribution, water production and water treatment operations and maintenance. Operates slow sand filtration and granular activated carbon treatment plants, pH control facilities, well fields, chlorination facilities, booster pump stations, pressure reducing valves and reservoir storage facilities. Monitors water quality and system operating parameters and adjusts flow rates, pressures, chlorine dosages, chemical feed systems and reservoir levels as needed to meet system demand requirements and water quality standards. Documents daily operational activities and accurately records important operating data. Possesses mechanical, hydraulic, electrical and computer aptitude to ensure daily maintenance procedures and repairs to equipment are completed in a timely and thorough manner. A team player who works harmoniously, efficiently and safely with office staff 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. Prepares clear, legible daily notes, written reports and as-built plans on work in progress.
5. Gathers water samples as directed and maintains quality assurance and quality control.
6. Maintains and operates water treatment and water quality monitoring and testing equipment such as chlorinators, UV equipment, pH meters, conductivity meters, temperature probes, turbidimeters, chlorine residual analyzers and chart recorders.
7. Performs basic operation of SCADA systems, personal computers and programmable logic controllers.
8. Demonstrates safe work habits and creates a safe work environment for him/herself, co-workers and the public.

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9. Gathers field information about water quality and quantity. Makes adjustments in facilities to ensure the production of treated water, which meets or exceeds SUB's standards and State of Oregon requirements for quality and customers' needs for quantity.
10. Efficiently operates and interprets diagnostic equipment, such as bearing analyzer and infrared scanner.
11. Assists with planning and works on the installation, repair and maintenance projects including, but not limited to: source meters, pumps, motors, piping, electrical and fiber optic devices, SCADA systems, chemical feed systems, automatic flow and pressure regulating valves at pump stations, water reservoirs, water treatment plants and other auxiliary facilities and grounds.
12. Uses good judgment to apply SUB work rules, Labor Agreement, utility and division goals, policies and objectives.
13. Effectively communicates with the public, other agencies, the public and co-workers, including other departments and divisions within SUB.
14. Must be flexible to changing work assignments with short notice.
15. Responds within 30 minutes to after-hour calls with little or no supervision.
16. Operates slow sand filter-cleaning equipment as required.
17. Maintains valid Oregon CDL Class A driver's license with a Hazardous Material Endorsement and good and safe driving record.
18. Maintains current certifications for Water Treatment Plant Operator Level I and Water Distribution Level I from the State of Oregon.

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.

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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

- Must have a minimum of two years experience in water distribution systems and treatment plant operations and maintenance

Knowledge, Skills & Abilities

- Self-starter who performs efficiently and effectively to complete the tasks with limited direction and supervision
- Manage concurrent multiple work assignments
- Working knowledge of mechanical and electrical equipment associated with water distribution systems and treatment facilities
- Fundamental knowledge in the use of programmable logic controllers
- Proficient in personal computers and Microsoft Word, Excel and Access software
- Basic knowledge of electronics, trouble shooting of electronic equipment, including identification, measurement, repair and/or replacement of electronic components
- Demonstrated mechanical aptitude/ability with production, treatment, pressure regulating, storage and pumping equipment
- Basic knowledge of groundwater, surface water, water chemistry, water quality, microbiology and wellhead/watershed protection programs
- Communicate effectively orally and in writing

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- Represent SUB in a manner conducive to good public relations
- CDL Class A driver's license with Hazardous Materials Endorsement preferred, or must obtain a valid CDL Class A driver's license with a Hazardous Material Endorsement within six months of employment.

Education

- High school diploma or equivalent
- Must possess and maintain a Water Distribution Level I Certification and a Water Treatment Plant Operator Level I Certification from the State of Oregon or the ability to obtain such certifications within 24 months
- **LME license preferred:** An Oregon Limited Maintenance Electrical License (LME) or higher will be required for advancement to Water Production Operator II position

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:** 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 if accidents occur. Interacts well with co-workers.
- **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.
 - Night Vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions.

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- **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 accurately the high-pitched back-up horns or equipment. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when in the field and around production/storage facilities; when speaking to a co-worker; when up to 100 feet away from a co-worker despite heavy background noise from traffic, equipment, wind; and when visual signals cannot be used. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on the job usually a minimum of 15 minutes at one time, up to 4 hours. The worker may actually be on his/her feet four 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 one-half hour maximum at one time. Total sitting can be up to three to four hours per shift.
- **WORKER MOBILITY:** Can change position frequently, 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 using hand tools and pulling out 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.

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- **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.
- **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 in reservoirs. Exposed to chemicals (primarily through skin contact or inhaling) used to treat water (such as, gas chlorine, sodium hypochlorite and sodium hydroxide). Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Lumber, bolts, plastic, metal sheets/bars, and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, welder, electronic equipment, trucks and trailers.

Revised: June 1, 2016