



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Production Operator II

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 II is an advanced operator position that is responsible for the following: Performs major maintenance on pumps, pumping stations, reservoirs, water treatment equipment/facilities and supporting structures with very limited direction; uses advanced mechanical skills and hydraulic aptitude, including electric and gas welding, to construct, maintain and service water production and treatment equipment and facilities; assists in the planning, operation and implementation of various water treatment programs. Provides leadership for programs and employees. Facilitates the successful implementation of the programs at SUB. 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. Schedules weekly/monthly work. Plans work independently, with little or no supervision. Works on construction, repair, and maintenance projects: including, but not limited to, water treatment and disinfection facilities, meter installation and repair, pump and motor installation and repair, electrical system installation and repair, pressure/flow regulating equipment installation and repair, pump station construction, maintenance and repair, water reservoir construction, maintenance and repair, and care and/or installation of other auxiliary facilities and grounds.
5. Acts as a crew leader to other SUB employees and to private contractors. Provides direction to others to complete tasks and establishes quality requirements. Reviews work for completeness and meeting SUB and Oregon Health Authority standards. Provides technical help as needed.
6. Gathers and monitors field information about water quality and quantity. Independently makes adjustments in production, storage and treatment facilities to ensure the production of treated water, which meets or exceeds all Oregon Health Authority requirements for quality and meets the customer needs for quantity.
7. Prepares clear, legible daily notes, written reports and as-built plans on work in progress.
8. Gathers water samples and maintains quality assurance/quality control.

Page 2 – Water Production Operator II

9. Performs independent construction, maintenance and operation of water treatment facilities.
10. Utilizes and understands operation of laptops, personal computers and programmable logic controllers.
11. Performs independent construction, maintenance and operation of water quality monitoring/testing equipment such as but not limited to chlorine and ultraviolet light disinfection equipment, chlorine residual analyzers, turbidimeters, pH control metering/testing, microbiological testing equipment.
12. Performs construction, maintenance and operation of basic water quality/laboratory equipment, processes and results analysis.
13. Demonstrates safe work habits and creates a safe work environment for fellow employees and the public.
14. Uses good judgment to apply the utility work rules, union contract, utility and division goals, policies and objectives.
15. Communicates with and works with the public and fellow employees to meet their requirements for products or services.
16. Operates slow sand filter cleaning equipment as required.
17. Responds within 30-minutes to after-hour calls with little or no supervision.
18. Maintains valid Oregon CDL Class A driver's license with a Hazardous Material Endorsement and good driving and safety record.
19. Maintains current certifications for Water Treatment Plant Operator Level II and Water Distribution Level II from the State of Oregon.
20. Maintains a valid Limited Maintenance Electrical license or General Journeyman Electrician License from the State of Oregon.

Marginal Functions

21. Able to navigate and interpret SCADA and security system software applications and make adjustments necessary.
20. Understands and assists in the repair and/or programming of the SCADA system.

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.

Page 3 – Water Production Operator II

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

- As assigned, Water Production Operator I, Water Production Operator Helper, contractors and temporary agency employees

MINIMUM QUALIFICATIONS

Experience

- Minimum of three years experience as SUB Water Production Operator I

Knowledge, Skills & Abilities

- Self-starter who can find efficient and effective ways to complete tasks with limited direction
- Manage concurrent multiple work assignments
- Demonstrate advanced skills with mechanical equipment (including flow control valves and metering), electrical equipment and programmable logic controllers
- Working knowledge of personal computers, SCADA and security software, PLC programming software and MS Office Suite (Word, Excel and Access)
- Working knowledge of electronics, trouble shooting of electronic equipment, including identification, test equipment, repair and/or replacement of electronic components
- Advanced mechanical aptitude/ability with production, storage and pumping equipment
- Thorough knowledge of groundwater and surface water production, water chemistry, water quality and public drinking water systems regulations
- Basic knowledge of microbiology, wellhead protection programs, ground and surface water (watershed) management and protection regulations

Page 4 – Water Production Operator II

- Communicate effectively orally and in writing
- Competent in welding
- Represent Springfield Utility Board in a manner conducive to good public relations

Education

- High school diploma or equivalent
- Training in PC and PLC use, electronics and basic water quality/microbiology
- Possess and maintain a Water Distribution Level II Certificate and Water Treatment Plant Operator Level II Certificate from the State of Oregon
- Possess and maintain a Limited Maintenance Electrician license or Journeyman Electrician license from the State of Oregon.

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.
- **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

Page 5 – Water Production Operator II

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; or when up to 100 feet away from a co-worker despite heavy background noise from traffic, equipment, or 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 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.
- **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.

Page 6 – Water Production Operator II

- **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 disinfect water (chlorine). 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