



POSITION DESCRIPTION AND QUALIFICATIONS

Water Treatment Operations Specialist III

Union

Reports to: WTP Supervisor

Classification: Non-Exempt

GENERAL STATEMENT OF CLASS

The Water Treatment Operations Specialist III position is responsible for performing skilled preventative and routine maintenance of facilities and equipment, and various skilled duties related to the operation of water treatment facilities.

ESSENTIAL DUTIES

Performs daily, weekly, monthly, seasonal, annual preventative and routine maintenance duties for water treatment facilities and equipment. As a plant operator, performs water treatment operation duties of facilities and equipment, including performing laboratory analysis, collecting water samples, collects and records data, and maintains accurate records. This position serves in a standby role for treatment related troubleshooting during the operating season at Duff, and occasionally at BBS. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

EXAMPLES OF WORK *(Illustrative Only)*

- Perform installation, maintenance, and repair duties to water treatment facilities, including preventive maintenance to ensure proper operation and accuracy.
- Maintain service equipment with oil/grease, replace filters, adjust, maintain and repair water lines, motors, pumps, and various other equipment.
- Operate a variety of hand/power tools and equipment, maintain tools and equipment in safe working condition, and work areas in a clean, orderly fashion.
- Maintain various records related to inspections, repairs, maintenance activities and assigned duties.
- Maintains inventory of parts, supplies and equipment.
- Performs routine water plant operation duties such as treatment process control monitoring, data collection and recording, laboratory analysis, equipment calibration, and facility maintenance
- Monitors water treatment processes and adjusts chemicals based on established guidelines
- Forecasts production needs and appropriately implements those changes
- Assists with other related duties as needed

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Competency in basic installation, maintenance, and repair of facility equipment, including maintenance practices, procedures, and techniques. Operation of specialized hand/power tools/equipment in a safe manner. Observe Oregon's health and safety regulations.

Knowledge of principles/practices for treatment and distribution of potable water, including



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water treatment process fundamentals, basic chemistry/math, servicing for mechanical equipment, laboratory testing, and applicable regulatory requirements, rules and guidelines.

Skill in using a computer and related software applications; preparing and maintaining records and reports, operating various equipment including hand and power tools, performing general maintenance, and communications, sufficient to exchange or convey information and receive work direction, establish and maintain effective working relationships with other staff and the public.

Ability to plan, organize and implement various water treatment plant operation and maintenance activities, establish and maintain accurate records, supervise and direct subordinate staff, respond to emergency or staff shortage situations, follow safety procedures, understand and follow oral and written instructions, establish and maintain effective working relationships with staff and the public.

COMPETENCIES

Hand/Eye Coordination, Safety Compliance, Maintenance Skills, Communication Proficiency, Technical Capacity, Decision Making, Teamwork, Time Management and Ethical Conduct

TRAINING, EXPERIENCE, AND LICENSING REQUIRED

High School Diploma or G.E.D. and three years of experience in water treatment, or an equivalent combination of education and experience sufficient as determined by Medford Water Commission (MWC) to successfully perform the essential duties of the job such as those listed above.

Oregon Water Treatment Operator Level 2 Certification with Filter Endorsement required. Ability to obtain Oregon Water Treatment Operator Level 3 Certification within six months after placement in position.

A valid Oregon Driver's License (or ability to obtain) and acceptable driving record.

PHYSICAL REQUIREMENTS

Work performed at water treatment facilities may involve exposure to dirt, noise, hazardous materials, confined spaces and adverse weather conditions. Employees frequently work alone and may be assigned irregular or rotating shifts, including nights and weekends, and must be available for work assignments seven (7) days per week.

Positions in this class typically require kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Heavy to Medium work: exerting up to 75 pounds of force occasionally and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, noise and extreme temperatures.