



### GENERAL STATEMENT

The Water System Operator position is responsible for performing duties related to the operation and maintenance of multiple water treatment facilities and water quality programs.

### ESSENTIAL DUTIES

Assists in the planning and implementation of a variety of activities encountered in water treatment facility operations. Operates and maintains water treatment facilities and equipment, performs routine laboratory analysis, collects water samples, collects and records data, maintains records, and participates in other operation and maintenance activities as assigned. Works closely with Commission staff to ensure compliance with water quality goals. Supports the operation and maintenance of both the Big Butte Springs (BBS) water system facilities and the Duff water treatment plant facilities. Position requires both regular shifts as well as shift coverage for others. May include night shift work as needed. Works closely with BBS Operator, Water Treatment Plant operators, and water quality staff. 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*)

- 1) Performs routine water plant operation duties such as treatment process control monitoring, data collection and recording, laboratory analysis, equipment calibration, and facility maintenance
- 2) Monitors water treatment and disinfection processes and adjusts chemicals based on established guidelines
- 3) Forecasts production needs on a day-by-day basis and appropriately implements those changes
- 4) Performs preventative maintenance on equipment and instruments to ensure proper operation and accuracy
- 5) Patrols, inspects and maintains watershed fencing and roads
- 6) Operates pumps and valves to maintain water source intake levels
- 7) Supports MWC cross-connection, water quality, and other programs and activities as needed
- 8) Other related duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of municipal watershed operations; applicable laws and regulations; principles of water treatment and distribution; flow measurement; customer service; and record management. Skill in problem solving; project coordination; use of mechanical tools and other related equipment; performing preventative and corrective maintenance on equipment and facilities; use of personal computer, communications equipment and related software applications; use of



standard office equipment and machines, including telephones and facsimiles; work prioritization; multitasking; preparing and maintaining records; and making mathematical computations. Ability to work independently; perform effectively alone and under pressure; maintain flexibility in meeting changing schedules, requirements and deadlines; exercise discretion in handling confidential and sensitive matters; accurately record data; follow oral and written instructions, organize and maintain filing systems; establish and maintain effective working relationships with the general public, supervisor, co-workers and other governmental entities; follow established Medford Water Commission policies and procedures; and communicate effectively, both orally and in writing.

#### COMPETENCIES

Communication Proficiency, Technical Capacity, Decision Making, Teamwork/Collaboration, Time Management and Ethical Conduct

#### TRAINING, EXPERIENCE, LICENSING, AND CERTIFICATION

High School Diploma or G.E.D. and (3) three years' experience in water treatment or distribution; or an equivalent combination of education and experience sufficient as determined by MWC to successfully perform the essential duties of the job such as those listed above.

Oregon Water Treatment Operator Level 2 Certification required within (1) year of hire. A valid Oregon Driver's License and acceptable driving record. Oregon Cross Connection Specialist certification and Oregon Water Distribution certification desired.

#### PHYSICAL REQUIREMENTS

Positions in this class typically require vehicle driving to and from project sites, kneeling, crouching, repetitive motions, reaching, standing, walking, fingering, grasping, talking, hearing and seeing.

Heavy work required: Exerting up to 100 pounds of force occasionally and 50 pounds of force frequently and/or 20 pounds of force constantly to move objects.

Positions in this class may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, limited ventilation, chemicals, extreme temperatures, low-level lighting, workspace restrictions, intense noises, travel and must be available for 24-hour emergency standby duty.

This position frequently works alone, in adverse weather, and may work irregular shifts, including nights and weekends; must be available for 24-hour standby duty; must use MWC provided vehicle during all work-related hours.



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### ESSENTIAL DUTIES

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#### COMPETENCIES

Communication Proficiency, Technical Capacity, Decision Making, Teamwork/Collaboration, Time Management and Ethical Conduct

#### TRAINING, EXPERIENCE, LICENSING, AND CERTIFICATION

High School Diploma or G.E.D. or an equivalent combination of education and experience sufficient as determined by MWC to successfully perform the essential duties of the job such as those listed above.

Oregon Water Treatment Operator Level 1 Certification required within (1) year of hire. A valid Oregon Driver's License and acceptable driving record. Oregon Cross Connection Specialist certification desired.

#### PHYSICAL REQUIREMENTS

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