



## **POSITION DESCRIPTION AND QUALIFICATIONS**

### **Water Treatment Plant Operator I**

Grade: Market

Reports to: WTP Supervisor

Classification: Non-Exempt

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#### **GENERAL STATEMENT OF CLASS**

The Water Treatment Plan Operator I position is responsible for performing various entry-level duties related to the operation and maintenance of water treatment facilities and water quality programs.

#### **ESSENTIAL DUTIES**

Basic duties and semi-skilled work in the operation and maintenance of water treatment plant equipment and related facilities; performs routine laboratory analysis; collects water samples; collects and records data; maintains records; and participates in other operation and maintenance programs as assigned. 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) Monitors and records facility operations data from charts, indicators, and analyzers
- 2) Assists with the operation and maintenance of a variety of water system equipment including valves, chemical feeders, pumps, buildings and grounds
- 3) Collects water samples and performs routine laboratory analysis
- 4) Assists with other programs and activities as needed
- 5) Other relative duties as assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of basic principles and practices involved in water treatment, distribution, chemistry and math. Knowledgeable and capable of servicing requirements for mechanical equipment.

Skill in operation of various hand and power tools, inspection of mechanical equipment, performing general maintenance, and communications, sufficient to exchange or convey information and receive and follow work direction.

Ability to accurately read and record operations data, perform laboratory analysis, understand and follow oral and written instructions, follow safety procedures, establish and maintain effective working relationships with other staff and the public.

#### **COMPETENCIES**

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



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### **TRAINING, EXPERIENCE, AND LICENSING REQUIRED**

High School Diploma or G.E.D.; or an equivalent combination of education and experience that provides the knowledge, skills and abilities sufficient to perform the essential duties of the class.

Oregon Water Treatment Operator Level 1 Certification required within 1 year of hire. Valid Oregon Driver's license 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 7 days per week.

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

Medium work: exerting up to 50 pounds of force occasionally and/or 20 pounds of force frequently, and/or up to 10 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.



## **POSITION DESCRIPTION AND QUALIFICATIONS**

### **Water Treatment Plant Operator II**

Grade: Market

Reports to: WTP Supervisor

Classification: Non-Exempt

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#### **GENERAL STATEMENT OF CLASS**

The Water Treatment Plant Operator II position is responsible for performing various semi-skilled and skilled duties related to the operation and maintenance of 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. May provide direction to staff in subordinate classifications. 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 processes and adjusts chemicals based on established guidelines
- 3) Performs preventative maintenance on equipment and instruments to ensure proper operation and accuracy
- 4) Forecasts production needs on a day-by-day basis and appropriately implements those changes
- 5) Assists with other programs and activities as needed

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of the principles and practices involved in the treatment and distribution of potable water, including water treatment process fundamentals, basic chemistry and math, basic servicing requirements 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.



## **POSITION DESCRIPTION AND QUALIFICATIONS**

### **Water Treatment Plant Operator II**

Grade: Market

Reports to: WTP Supervisor

Classification: Non-Exempt

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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**

Communication Proficiency, Technical Capacity, Decision Making, Teamwork/Collaboration, 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 distribution; 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 within one year from hire. Opportunity for advancement for those who have or achieve higher levels of certification.

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.

Medium work: exerting up to 50 pounds of force occasionally and/or 20 pounds of force frequently, and/or up to 10 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.