



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### Water Treatment Plant Specialist I

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Teamsters  
**Salary Grade:** TE6

#### **CLASS SUMMARY:**

The Treatment Plant Specialist I is the fourth level in a seven level Utilities Operation Series. Incumbents are responsible for learning and performing daily operations and basic to semi-skilled maintenance of the water treatment plant, lift stations, and/or pump stations. Incumbents will learn and perform preventative maintenance, facilities and equipment repair, construction, sampling and analyzing processes to determine regulatory compliance, recommending and/or making process adjustments, completing and compiling computer based data and files, interpreting regulations, performing customer service activities with vendors and contractors, and fabrication. Incumbents create and update maintenance records, and operate hand and power tools and light equipment. Incumbents will perform duties under the guidance of a higher level classification, and may provide assistance to temporary and seasonal workers.

The Treatment Plant Specialist I is distinguished from the Utilities Worker by its focus on water treatment plant operations and facilities maintenance.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Monitors and operates the Water Filtration plant, utilizing the SCADA system to monitor levels, temperatures, turbidities and flow rates to determine process performance and make recommendations and effectuates changes necessary to maintain required standards. Starts and stops water treatment plant equipment and processes as needed.
- Performs laboratory analysis of raw, mixed and finished water samples to determine process effectiveness, which includes preparing reagents, weighing samples, performing calculations, and recording and gathering data.
- Collects hourly operations data, compiles and processes data, prepares daily and monthly reports.
- Assists and instructs contract, temporary and seasonal staff in the proper methods and techniques to carry out their duties in accordance with adopted policies, standard operating procedures and State and Federal Regulation.
- Performs routine inspections and minor preventative maintenance, and calibration and repair of plant operational systems, replaces and installs pipes, cables, conduits and equipment to maintain or improve the facility. Inspects and replaces oils, fluids, and parts. Maintains equipment maintenance records.
- Inspects reservoir and pump station facilities to evaluate security issues and recommend changes.
- Inspects and operates facility equipment, emergency generators, reservoir and pump station facilities, booster station pumps and control valves to evaluate proper operation and maintenance needs.

- Performs and/or assists in the processing of plant solids both at the plant and pond sites, to include cleaning of tanks and basins.
- Enters data into the equipment database regarding equipment operation.
- Mixes chlorine and sets speed of delivery at remote sites, and inspects and repairs metering pumps.
- Works with vendors and contractors via email and telephone in a professional manner.
- Communicates verbally and in writing with the Superintendent and co-workers regarding plant operations, repair needs, equipment needs, process modifications, and expected demands based on trends.
- Responds to after-hour emergencies.
- Safely operates a motor vehicle, heavy equipment and/or forklift.
- Completes training necessary to obtain and/or maintain required certifications.
- Other duties of a similar nature as required.

**Training and Experience** (positions in this class require):

A High School Diploma or equivalent is required with additional coursework in chemistry, biology or science preferred. An Associate's degree in a related field is desirable.

**Licensing Requirements** (positions in this class require):

- Valid Oregon Driver's License Class C
- Forklift Certificate required within 12 months of appointment
- OHA-DWP Water Treatment I Certificate within 18 months of appointment

Incumbents may be required to obtain CPR and Confined Space Entrant, Attendant and/or Supervisor Certification.

Incumbents must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

**Knowledge** (positions in this class typically require):

Knowledge of:

- Basic water principles and practices;
- Basic water testing methods and techniques;
- Water distribution process;
- Basic pipe fitting/plumbing;
- Basic mathematics;
- Personal computers and related software programs;
- Safety practices;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,

- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class typically require):

Skill in:

- Troubleshooting, repair and maintenance of mechanical equipment;
- Safely using hand tools and power tools;
- Safely operating a motor vehicle;
- Properly using personal protective equipment;
- Understanding and following written and oral instructions;
- Working independently and as part of a work team;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

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

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council September 3, 2014, Resolution No. 16-6236

Revised February 11, 2016