



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

Water Treatment Plant Specialist III

FLSA Status : Non-Exempt
Bargaining Unit : Teamsters
Salary Grade : TE8

CLASS SUMMARY:

The Treatment Plant Specialist III is the sixth level in a seven level Utilities Operation Series. Incumbents are responsible for performing daily operations and skilled maintenance of the water treatment plant, lift stations, and/or pump stations. Duties may include preventative maintenance, facilities and equipment repair, construction, sampling and analyzing processes to determine regulatory compliance, 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, update and maintain maintenance and operations records, solicit bids, and order parts and supplies. Some incumbents inspect pump station and landfill sites. Incumbents are required to operate hand and power tools and light equipment. Incumbents are expected to provide training and guidance to Treatment Plant Specialist I/II, seasonal and temporary workers.

The Treatment Plant Specialist III is distinguished from the Treatment Plant Specialist II by its focus on skilled operations and maintenance, leadership, experience and advanced certification.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Assists the Superintendent in administration of the shift by overseeing assigned personnel to ensure efficient, cost effective and safe completion of duties and projects.
- Provides feedback and evaluation input for trainees, interns and temporary workers, and will occasionally be called upon to make work assignments.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Instructs subordinate 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. Will provide constructive feedback and corrective instruction when necessary.
- Monitors and operates the Water Filtration plant, utilizing the SCADA system to monitor levels, temperatures and flow rates to determine process performance and effectuate changes necessary to maintain required standards. Starts and stops water 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, gathering and analyzing data.
- Collects hourly operations data, complies, processes and analyzes data, and prepares daily and monthly reports.
- Performs routine inspections and preventative maintenance, and calibration and repair on 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.
- Researches and orders parts and supplies used in operation, repair and maintenance of plant processes and equipment.
- Inspects reservoir and pump station facilities to evaluate security issues and effectuate 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. Evaluates the effectiveness of polymer dosing and dredging performance to insure optimum equipment operation.
- Enters data regarding equipment operation in the equipment database, manipulates data, identifies abnormal conditions or situations, and initiates corrective action.
- Determines chlorine mix, concentration and speed of delivery at remote sites based on observed and historical residual data 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.
- Provides instruction on the operation and maintenance of specialized equipment for less experienced personnel, contract staff, interns and seasonal workers.
- 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.
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Training and Experience (positions in this class typically require):

A High School Diploma or equivalent with 1 year of specialized or technical training preferred, and 5 years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An Associate's degree in a related field is preferred.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License Class C
- OHA Filtration Endorsement
- OHA-DWP Water Treatment Level III Certificate, Level IV preferred
- Confined Space Supervisor Certificate
- Forklift Certificate

Incumbents may be required to obtain CPR certificate, and 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:

- All aspects of surface water treatment theories, systems, principles and practices as they relate to producing potable water;
 - Water testing methods and techniques;
 - Water distribution process;
 - Treatment plant operations and/or maintenance activities;
 - Equipment troubleshooting and diagnosis;
 - Pipe fitting/plumbing;
 - Basic chemistry and chemical properties;
 - Mathematics;
 - Personal computers and related software programs with emphasis in Microsoft Word, Excel, Access and statistical analysis software;
 - Supervisory Control and Data Acquisition (SCADA) system with a thorough understanding of the system's operation and control of plant processes and equipment;
 - Safety practices and OSHA standards;
 - City pressure zones and distribution piping;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class typically require):

Skill in:

- Troubleshooting, analyzing, repairing and maintaining mechanical equipment;
 - Observing and operating the SCADA system to control plant and distribution system operations and identify potential equipment failures;
 - Using laboratory equipment and analyzers to test water samples;
 - Effective decision making and response to operational issues and emergencies;
 - Completing quick and accurate calculations;
 - Problem solving during emergent and non-emergent situations;
 - Safely using hand tools and power tools;
 - Safely and skillfully operating a motor vehicle;
 - Properly using personal protective equipment;
 - Understanding, following, and providing written and oral instructions;
 - Working independently and as part of a work team;
 - Effectively responding to and resolving questions and concerns from the public;
 - Using a computer and related software applications to calculate, trend and analyze data; and,
 - Communication and interpersonal skills as applied to interaction with coworkers, supervisors, vendors, contractors, and the general public sufficient to exchange or convey information and to receive work direction; 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.
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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; June 22, 2018