

**City of Pendleton**

**Job Description**

**Utility Worker 3 – Water Technician**

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| **Department**: Public Works, Water Division  | **FLSA**: Non-exempt |
| **Reports to**: Water Superintendent  | **Representation**: SEIU |
| **Pay Range**: Range 21  | **Date**: April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Assists the Water Superintendent in operating the water supply facilities consisting of the Water Filtration Plant (WFP), water supply wells, booster stations, and river intake pump station. Must understand water supply operations and be able to make changes using the Supervisory Control and Data Acquisition (SCADA) telemetry system.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Management of Water Supply Facilities: Assists with operation and oversees maintenance of water supply facilities. Operation includes complete understanding of SCADA telemetry set-points, seasonal variations and adjustments, aquifer storage and recovery (ASR) program, and assistance for the superintendent for most efficient water system operation. Maintenance includes items related to the inside and outside the WFP, each of the well houses and booster stations, and the river intake pump station. This includes changing oil and greasing equipment, performing minor maintenance, and reporting issues for all water supply facilities.

2. Chlorine Monitoring: Monitors chlorine levels throughout town and adjusts levels at WFP, wells, and booster stations as necessary to insure proper disinfection. This includes insuring the sodium hypochlorite tanks have adequate solution, proper ratio of water and sodium hypochlorite, and all pumping equipment is working properly.

3. Bacteriological Sampling: Responsible for all bacteriological (Total Coliform and E. Coli – aka: bacti) sampling, which includes: 1) collecting required weekly routine samples; 2) collecting special samples for new installations; 3) collecting special samples in response to water quality complaints; 4) collecting weekly ASR bacti special samples; 5) collecting assessment bacti samples to meet new federal and state requirements, and 6) other bacti samples as necessary.

4. Monthly Meter Readings: Completes monthly readings of the meters at the wells for regulatory required annual water usage reports. Provides weekly Aquifer Storage and Recovery (ASR) program report related to seasonal storage, production, and power generation to Department Head.

5. Data Entry: Enters data related to groundwater levels, flow meters, temperature, turbidity, irrigation supply, and other data as assigned into EXCEL spreadsheets and log books.

6. Water Quality Monitoring: Assists Regulatory Specialist with water quality monitoring, including: lead & copper, synthetic organic compounds (SOCs), inorganic compounds (IOCs), volatile organic compounds (VOCs), TOCs, disinfection by-products (DBPs), cryptosporidium, unregulated contaminant monitoring rule (UCMRs), radionuclides, nitrates, ASR geochemicals, WFP pond monitoring, and WFP soil sampling.

7. Assists the Water Superintendent and water distribution crew when called on. In absence of Water Superintendent, may provide direction to water crew for tasks related to water supply facilities.

8. Completes work orders, time reporting, data collection, inventory use, purchase-card procurement, and other items related to operation and maintenance activities for the department.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Subject to call-out as the job requires, including week days and weekends, for problems at the WFP and other water supply facilities.

2. May perform basic lab tests, such as pH, chlorine residual, turbidity, color, total organic carbon (TOC), aluminum, oxidation reduction potential (ORP), and conductivity. Monitors, calibrates and adjusts chlorine, turbidity, and pH analyzers as needed.

3. Attends meetings and various training seminars or conferences as needed. Attends and provides staff support to a variety of City committees and task teams.

4. Performs other duties within classification specifications as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, describe what separates this job from the others in the series.)*

This is not a lead worker position in public works utility worker series. This position is distinguished from other Utility Worker 3 positions for operational assistance, requiring water system treatment and distribution experience, and provides direction for part-time summer employees

**JOB SPECIFICATIONS:**

1**. Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED) or a trade school diploma preferably supplemented by training in one or more mechanical or building trades.

b) Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. (Check only one box.)

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Minimum four (4) years of experience in operation, maintenance, and/or construction related to a utility system.

c) Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, techniques, tools, materials and equipment related to all aspects of maintenance and construction work.
2. Knowledge of methods, techniques, tools, materials and equipment used in water treatment and distribution systems.
3. General mechanical aptitude and ability to perform manual tasks without supervision.
4. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
6. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, procurement and other applications related to operation and maintenance activities for the department.
7. Skill in public relations/customer service, including ability to diffuse customers with complaints or that have had service cut off.
8. Ability to communicate effectively, verbally and in writing, in English.
9. Ability to read and understand written instructions, policies and operations manuals.
10. Ability to understand, analyze and interpret technical specifications.
11. Ability to respond to emergencies on a 24-hour basis.
12. Ability to operate and maintain various equipment used in Public Works projects.
13. Ability to oversee the work of temporary help.
14. Ability to work independently in the absence of direct supervision.
15. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers/supervisor/patrons/clients, attend meetings, training, etc., or other face-to-face job requirements.
16. Ability to establish and maintain effective working relationships.
17. Ability to work as a positive and effective team member.
18. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.
19. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
20. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.

b) [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c) [x]  Must possess at time of hire or transfer, or obtain within one (1) year, an Oregon Class A Commercial Driver’s License (CDL).

d) [x]  Must be able to attain State of Oregon required water treatment and distribution certification to assume Direct Responsible Charge during the absence of the Water Superintendent. Water Treatment 1 and Water Distribution 2 certification must be obtained within time frame established by Department.

e) [x]  Must possess at time of hire, or obtain with one (1) year, qualifications to operate a forklift.

4. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software: Rockwell Solutions SCADA telemetry software; Cartegraph operation & maintenance software (OMS); and ESRI geographical information system (GIS) software.

1. Vehicle - Pickup and trailer and heavy equipment (CDL required)
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

5. **Supervision:**

1. This position does not supervise other staff
2. This position does provide lead worker direction to summer temporary workers and other crew members for work related to water supply facilities.
3. This position reports to Water Superintendent. Supervision received is: *(Choose one)*

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[ ]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

[x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

[x]  Primarily with other City staff, vendors and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply)*

[x]  Complex

[x]  Controversial

[ ]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: *(Check the one that most closely aligns to position.)*

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.)

[x]  Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may determine their own practices and procedures. Routinely engages in autonomous problem-solving.

[ ]  Responsible for developing programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed primarily outdoors. Work is most often outdoors and includes exposure to weather extremes.
2. Strength Rating (see attached definitions) is: Heavy.

c) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard)*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment  **5%**

[x]  Exposure to toxic elements/hazardous chemicals  **2-5%**

[x]  Work at heights in excess of 20 feet  **up to 1%**

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.)  **10-20%**

[x]  Exposure to weather or temperature extremes  **25-30%**

[x]  Isolation **\_0-95%**

[x]  Exposure to light or noise extremes  **45-55%**

[x]  Regular travel outside the City **\_less than 1%**

[x]  Risk of injury **while lifting-5%; operating power tools-2%; shoveling-2%; being caught in moving machinery parts-less than 1%; falling on uneven footing-2%; falling objects-2%; loud noise-65%.**

[x]  Significant physical exertion required to **move heavy items by hand-5%; shovel-2%; operate cutoff saw-1%.**

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday. Variations include: *(Check all that apply)*

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or night shifts

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: November 2001

Adopted: November 2001

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.