

**City of Newberg
Position Description**

Class Title: Operator I
Department: Public Works
Division: Operations

Location: Treatment Plants
Salary Range: 132
Date: September 2013

POSITION DESCRIPTION

This position will be part of a team responsible for monitoring, operating and maintaining the City's (WTS) Water Treatment System (well field, treatment plant, booster station, reservoirs and springs) and/or (WWTS) Wastewater Treatment System (remote pump stations, Composter and treatment plant) (WWTS). This is an **entry-level** position with expected progress toward, and eventual achievement of, a Treatment System Operator II position.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater and/or Water Treatment Plant Manager. Daily duty scheduling and monitoring may be performed under the direction of the appropriate plant Sr. Operator.

SUPERVISION EXERCIZED

None.

ESSENTIAL JOB FUNCTIONS

Performs inspections of the WTS and/or WWTS to ensure proper equipment operation, working conditions, safety and cleanliness per established requirements.

Assists in monitoring, controlling and maintaining facilities, equipment and system processes.

Learns to collect samples and how to properly conduct elementary laboratory testing.

Learns to interpret basic laboratory data and how to make adjustments to meet process control target guidelines as instructed by Senior staff.

Trains in the use of computer work stations with specialized software to log, retrieve, manipulate and interpret various types of information in differing formats.

Trains in the operation, troubleshooting and control of systems from the computer workstations using specialized software.

Participates as a member of the operation and maintenance team to assess conditions, plan and offer input.

Learns and abides the rules and regulatory guidelines specific to the operation of the WTS and/or WWTS established by the City of Newberg, OR-OSHA, EPA, DEQ and the Oregon Health Authority.

The job functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

WORKING CONDITIONS

Work will be performed indoors and out in all possible weather conditions. This position may be exposed to biological and chemical hazards, dirt, oil, grease, grass, pollen, noise and electrical or mechanical hazards. Entry into confined spaces may be required. Position will be subject to "on call" status and emergency response after normal duty hours. May require working on weekends and holidays.

