

CITY OF NEWBERG POSITION DESCRIPTION

Class Title:	Operator I	Range:	132 - Represented
Department:	Public Works	FLSA Status:	Non-Exempt
Division:	Operations	Represented:	AFSCME
Location:	Treatment Plant	Date:	June 2016

GENERAL PURPOSE

This position is a member 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 Senior Operator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs inspections of the treatment systems to ensure proper equipment operation, working conditions, safety and cleanliness per established requirements.
- Assists in monitoring, controlling and maintaining facilities, equipment and system processes.
- Collects samples and how to properly conduct elementary laboratory testing.
- Interprets basic laboratory data and how to make adjustments to meet process control target guidelines as instructed by senior staff.
- Utilizes computer work stations with specialized software to log, retrieve, manipulate and interpret various types of information in differing formats.
- Operates, troubleshoots and control 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.
- A significant portion of the Operator 1 position at the WWTP involves the operation of the solids handling portion of the plant (dewatering, composting, dehydration unit, and loading compost customers).
- Complies with rules and regulatory guidelines specific to the operation of the plants established by the City of Newberg, OR-OSHA, EPA, DEQ and the Oregon Health Authority.

PERIPHERAL DUTIES

- Increases proficiency by reading materials and attending meetings, seminars, training conferences, and meeting with others in areas of responsibility.

The duties and responsibilities 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.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to learn to collect samples and how to properly conduct elementary laboratory testing.
- Ability to learn to interpret basic laboratory data and how to make adjustments to meet process control target guidelines as instructed by senior staff.
- Ability to work in confined space areas and to wear the hazard appropriate personal protective equipment.
- Ability to train and develop skills in the use of computer work stations with specialized software to log, retrieve, manipulate and interpret various types of information in differing formats.
- Skill in the utilization of MS Office products (word, excel, outlook, etc.) and database software.
- Ability to communicate effectively both orally and in writing with the public, members of outside agencies, and employees.
- Ability to establish and maintain cooperative working relationships with other individuals of diverse backgrounds, and with other organizations.

MINIMUM QUALIFICATIONS

High school education (or equivalent)

Valid United States driver's license

Ability to wear hazard appropriate personal protective equipment.

DESIRED QUALIFICATIONS

Oregon CDL

Post-secondary course work. Water/Wastewater Technology preferred.

Level I Water Treatment Certification or the ability to acquire within one year of employment

Level I Wastewater Treatment Operator Certification or the ability to acquire within one year of employment

First Aid and CPR certifications; Confined Space Entry Certificate and Fork Lift Certification.

Any satisfactory combination of experience, training or education which demonstrates the knowledge, skills and/or abilities necessary to perform the essential job duties.

PHYSICAL DEMANDS

This position requires frequent standing, walking, climbing, kneeling, and sitting, reaching/manipulating objects, tools or controls. Must be able to observe, listen, feel, smell and communicate. Must be able to work in confined space areas and to wear the hazard appropriate personal protective equipment. Specific vision abilities include: close, distant, color, depth and ability to focus. Many duties are physically demanding and may require movement of materials weighing up to 70 pounds. Activity and types of duties performed require manual dexterity, coordination and endurance. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

WORK ENVIRONMENT

Work will be performed indoors and out in all possible weather conditions. This will include stairs, concrete, gravel, dirt, office buildings, industrial spaces, and near moving equipment.

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. The use of personal protective equipment appropriate to the hazard will be required. Position will be subject to "on call" status and emergency response after normal duty hours. May require working on weekends and holidays.

TOOLS AND EQUIPMENT USED

Operation of motor vehicles including trucks, crane truck, vactor truck, forklifts, wheel loaders and utility vehicles is required, as well as operation of small tools, pumps, power equipment, etc. The use of personal protective equipment appropriate to the hazard will be required. The position requires skill in the use of phone, personal computer and virtual desktop infrastructure environment (thin client computing), MS applications, including word processing, spreadsheet, scheduling, and other software, SCADA systems, plant-specific computer applications, network-connected copy machine with scanning, and other office equipment.

The position 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.

Revision History: August, 2015 – Format update
June, 2016 – Format update