

CITY OF HELENA



Position Title: Water Plant Operators I-III

Department: PW/Water Treatment

Position #: 13212-13610

Grade: 135/137/139

EEO Category: (08) Service Maintenance

FLSA: Non-exempt

EEO Function: (12) Utilities/Transportation

Work Comp Code: 9410

*May participate in the Water/Wastewater Advancement policy. Placement in grade dependent upon certification acquired.

DEFINITION

Under general supervision (Water Plant Operator I), or direction (Water Plant Operator II and III), to perform a variety of skilled and semi-skilled work involved in the operation, servicing, and maintenance of various types of equipment related to the water treatment process.

Water Plant Operator I- Employees in this class series are eligible for this class level when the employee receives a Class I Water Treatment and Water Distribution Operator Certificate issued by the State of Montana.

Water Plant Operator II- Employees in this class series are eligible for this class level when the employee has completed two consecutive years at the Water Treatment Plant Operator I level at a satisfactory performance level and requirements outlined in the City of Helena's Advancement Policy for Plant Operators have been met.

Water Plant Operator III- Employees in this class series are eligible for this class level when the employee has completed two consecutive years at the Water Plant Operator II level at a satisfactory performance level and requirements outlined in the City of Helena's Advancement Policy for Plant Operators have been met.

SUPERVISION RECEIVED

Supervised by the Water Production Supervisor

SUPERVISION EXERCISED

Operator I- None

Operator II-III May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operate plant equipment to control the flow of water and maintain proper conditions for the water treatment process.

Monitor, inspect and maintain plant equipment; inspect and oil pumps; monitor chemical feeders, motors, gauges, valves, filter levels, chlorine residuals, turbidity levels and clearwell levels; perform lab tests and analyses of water.

Operate filtration systems and chlorine equipment; adjust plant inflow and make any mechanical or chemical adjustments necessary to maintain proper water quality control; record readings and plant operations.

Coordinate efforts to maintain the reservoirs at levels sufficient to meet daily demands and provide adequate storage for fire protection.

Collect algae samples from reservoirs; identify and count algae; identify algae problems and new algae; conduct reservoir treatment processes to control related problems throughout the year.

Maintain proper discharge adjustments from the various reservoirs and headgates to allow the best quality of water and to meet the demands of the City of Helena.

Important & Essential Duties cont.:

Perform "Town Run" duties including checking and maintaining pump and chlorine stations, reservoirs, and other related systems; perform the necessary operation, preventative maintenance, and non-routine maintenance on all systems; take and record daily chlorine residuals at the chlorine station and distribution sampling points.

Perform general and technical maintenance, operation, and repair of all equipment and facilities at the various reservoirs, intakes, headgates, settling pond, and well pumps that are utilized as auxiliary water supply sources; maintain the grounds and area around each of these facilities.

Check headgates and diversion points during rain storms, in extremely hot or cold weather, and during electrical power failure; ensure proper operation of equipment and maintain the best water quality (lowest turbidity) into the system.

Inspect and maintain manholes on the concrete raw water supply lines from headgates to treatment plant.

Check headgates daily and record the discharge of water from the reservoir; inspect the facilities to ensure they are secure; make any necessary repairs.

Conduct periodic dam inspections in accordance with the Dam Operating Permit Criteria (Owners' Periodic Inspection Program).

Assist in the removal of snow from canals; repair trestles, flumes, and related items of canals to ensure that canals are operable when water is discharged through it; inspect the ditch during Spring usage to insure that it is not overflowing and is maintaining a level that is consistent with the capacity of the Canal.

Clean, maintain, and record headgates and screens; record daily turbidity levels for various locations.

Report any activity observed that may pollute the water throughout the watershed including mining, logging, cabin/home construction, increased public activity, beaver dams, runoff during rainstorms that runs directly into the creek, and related activities.

Complete and maintain all records and reports required by City, State and Federal agencies; ensure all standards are met as required by these agencies.

Participate in the compilation of budget information related to the funding for new equipment; recommend and participate in the selection of new equipment; verify that requisitioned items are received; install new equipment.

Participate in the coordination of plant operations with outside contractors and agencies.

Handle and transport hazardous chemicals and materials.

Provide information and plant tours to the public.

Operate and maintain City vehicles including snowmobiles, ATV's. etc.

Perform all other related duties as required for the proper operation of the Plant and related systems.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operating characteristics of mechanical and electrical systems.

Operational characteristics of specialized water treatment equipment and distribution systems.

Materials, methods, and practices used in the operation of water treatment facilities and equipment.

Policies and operating routines of the water treatment facilities.

Fundamentals of laboratory analysis, interpretation, and calculations.

Occupational hazards and standard safety precautions necessary in water treatment plant operations.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles, practices, procedures, and operations of a specialized process within the water treatment facilities.

Principles and practices used in report preparation.

Skill to:

Operate a wide variety of equipment and tools used in water treatment plant operations in a safe and effective manner.

Ability to:

Read meters and gauges correctly.

Collect samples and perform routine laboratory tests.

Make accurate inspections of operating equipment, assess the condition of water from visual inspection, and identify problems.

Perform water treatment plant operations work with accuracy, speed, and minimal supervision.

Make independent technical decisions to maintain proper treatment process.

Diagnose operating problems and take effective courses of action.

Participate in the preparation of technical and operational reports recommending improved plant efficiency or cost reduction measures.

Provide training to staff in proper plant operations and preventative maintenance.

Estimate human resources and materials for assigned projects.

Physical Demands/Work Environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift up to 50 lbs. Ability to travel to different locations and worksites. Ability to distinguish color, wear protective apparel to protect against elements. Exposure includes cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards and confined spaces.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Water Operator I- One year of operations, process control, and minor maintenance experience at a water treatment facility.

Water Operator II & III- Meet qualifications and requirements of City of Helena advancement policy.

Training:

Water Operator I- Equivalent to the completion of the twelfth grade.

Water Operator II & III- Meet qualifications and requirements of City of Helena advancement policy.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Ability to obtain a Class I Water Treatment Certificate issued by the State of Montana within twelve months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____ **Date:** _____