

TOWN OF FRIDAY HARBOR

POSITION DESCRIPTION

TITLE:	Water Treatment Plant Operator Trainee	December 2021
CLASSIFICATION:	Utility Worker I	
DEPARTMENT:	Water	
CLASSIFICATION:	Utility Worker I	
REPRESENTATION:	Union Member	FSLA: Non-Exempt

NATURE OF WORK

Acquires knowledge of water treatment processes and equipment so as to perform all regular and non-routine water treatment plant operations and maintenance, including lab and clerical work. Performs all activities necessary to maintain structures, equipment, and grounds.

Performs routine and non-routine tasks under supervision. Requires quick and accurate decisions, where incorrect decision or action could result in risk of physical harm to operator; costly damage to equipment; health hazard to the public; interruption of service to consumers; or a fine by the Department of Health. This position has some latitude in making normal process changes within prescribed standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES (UNDER SUPERVISION)

- Monitor all plant operations and record data from control room meters, gauges, and recording chart readings. Report malfunctions and unusual trends or conditions to supervisor.
- Adjust apparatus controls, start and stop pumps, adjust valves, and operate electric switches and valve controls as necessary to maintain assigned process operations within prescribed standards.
- Collect raw water and in-process finished water for in-house and outside analysis. Prepare samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Collect laboratory tests, such as pH, chlorine, and turbidity, in accordance with established procedures. Maintain appropriate records.
- On a regular basis clean sludge and grit from backwash settling basin and keep outfall float free of debris; using tools such as a high-pressure washer, water hoses, and brushes.
- Perform all routine maintenance on equipment, such as lubrication, oil changes, and belt changes. Perform routine repair work, such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment. Perform maintenance at the Town's Watershed and Trout Lake Dam, including use of a chainsaw.
- Perform plant and landscape maintenance duties within scope of ability. This includes: inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; minor electrical repairs; mopping and waxing floors; cleaning windows; and mowing and trimming lawns.
- Perform all work in accordance with local, state, and federal laws, rules, and regulations and in compliance with all departmental safety policies and procedures. This includes using appropriate safety devices and equipment.
- As requested, serve as plant safety representative. Duties include evaluating safety-related equipment or procedures and making recommendations; also, maintaining Material Safety Data Sheets (MSDS) and inventories.

- Respond to public inquires in a courteous manner, provide information within scope of knowledge, and refer to supervisor as appropriate. On occasion, conduct public tours of the plant. Maintain excellent relations with suppliers and vendors, engineers, regulatory agencies, and other people in the industry through oral and written communication.
- As directed, conduct individual projects, such as projections, proposals, or facility research, along with ongoing operations duties. Will be trained to work in Distribution department as needed.
- Perform clerical and administrative duties as necessary.
- May be required to report to work during unscheduled time.

OTHER JOB FUNCTIONS

- Perform duties, as assigned, in other Town Maintenance departments
- Minor vehicle maintenance
- Maintenance and inventory record keeping
- Duties may include facility housekeeping, painting, and landscaping

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Public Works Director

Receives lead direction from Water Department Supervisor/Lead(s)

WORK LOCATION AND HOURS

Location: Town Water Treatment Plant, 530 Wold Road

Hours: 7:00 AM to 3:30 PM, Monday - Friday; overtime and weekend work required

QUALIFICATIONS

High school diploma, GED, or any combination of education and experience that would provide the applicant with the desired knowledge, skills and abilities required to perform the job.

Technical:

Must possess and maintain state certification as a Water Treatment Plant Operator I, within eighteen months from date of hire.

Must possess a valid Washington State driver's license.

Must be able to apply basic knowledge of water treatment to the existing systems, equipment, and facilities.

Must have a basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and others resources to apply that knowledge in water treatment operations and other diverse requirement of the job.

Must be trained in confined space procedures and use and containment of all hazardous chemicals used. Must be trained in the use of all safety equipment, including SCBA's (self-contained breathing apparatus), oxygen detection meter, blower, respirator, etc.

Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Must be able to learn to operate programmable logic controllers (PLC's) to monitor and maintain operations.

Physical Capabilities:

Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold and generally unpleasant conditions. Heavy labor is defined, for example, as frequently exerting force sufficient to lift bags weighing up to 55 pounds from a shoulder-high pallet, turn and twist with weight above the waist, and dump contents into waist-high feed bin.

Physical stamina and agility sufficient to stand, walk, climb stairs, crawl and bend in confined spaces, and engage in similar physical activities for the duration of the shift, as necessary.

Capacity for sustained attention to machinery and equipment; good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to wear all required safety and protective gear and equipment.

Other Capabilities:

Basic knowledge and ability to read equipment instruction and maintenance manuals, drawings, schematics, and blueprints.

Good working knowledge of math and chemistry and the specific applications of these in the plant and laboratory.

Ability to make rapid and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of raw water quality, or power outages, to ensure the quality of finished water and protect public health.

Ability to give and follow oral and written instructions.

Ability to learn to perform a variety of clerical functions, including typing correspondence, making legible and orderly entries in logs and work order reports, and maintaining files.

TOOLS AND EQUIPMENT USED

Computer, all specialized plant equipment, forklift, pickup, a variety of hand tools such as: saws, drills, wrenches, shovels; power tools such as: cutting torches, drill and bench presses, grinders, drills; and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

WORK ENVIRONMENT

Depending on the task being performed, the environment may be wet, muddy, dark, and cold. Various areas of the treatment plant and pump stations are subject to hot, noisy, wet, or slippery conditions. Must handle hazardous materials, such as chlorine and concentrated acids, on a regular basis. Some of the work is performed outside in all kinds of weather conditions. Can be stressful due to the need to make quick decisions to avoid equipment damage or dangerous results.

OTHER

As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the Town of Friday Harbor. The Town will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

NOTICES

The Town of Friday Harbor will utilize the first 6 months of employment as an extension of the selection process.

The Town of Friday Harbor will elect to have a background check performed as a component of the selection process.

The Town of Friday Harbor is an equal opportunity employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, or presence of any sensory, mental, or physical disability.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

The Town of Friday Harbor has a no smoking policy in all Town facilities and Town vehicles.