



CITY OF RICHLAND

CLASSIFICATION TITLE: PLANT OPERATOR (WATER OPERATIONS)	JOB # 3028-WO	AFFILIATION: Affiliated (IUOE)
REPORTS TO: WATER MANAGER OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Water Manager or designee, operates and monitors water treatment plant equipment to meet quality specifications; performs housekeeping duties to ensure safe, clean and orderly conditions at the treatment plant. Works rotating shifts, to include weekends and holidays.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitors instrumentation, adjusts pumping rates, collects samples, and maintains and records data to evaluate plant process control and plant effluent quality.
- Performs routine checks of equipment at treatment plant and pump stations.
- Performs routine housekeeping to ensure the safe, clean, orderly condition at the treatment plant and related facilities.
- Performs routine operator-laboratory tests to measure effluent quality and process control parameters.
- Uses computer to input data and monitor treatment plant and related facilities.
- Operates and troubleshoots equipment used in treatment plant, distribution system and pump stations.
- Responds to, evaluates, and takes corrective action necessary for after-hours emergency calls concerning water distribution system problems.
- Trains, directs, oversees and provides guidance to assigned entry-level staff executing ongoing operational programs and special projects in the division.
- Performs janitorial work as required at the treatment plant buildings.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable health and safety policy, procedures and practices.

Skills and abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Assist with the training and directing of assigned staff.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Make decisions and determine appropriate action within defined guidelines.
- Apply basic mathematics and chemistry related to water treatment.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Two (2) years of experience in water treatment plant or water distribution system operation.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license upon hire date.
- Must have current Washington State Water Plant Operator II Certification upon hire date and obtain Washington State Water Plant Operator III Certification within one (1) year of eligibility to test.
- Current Washington State Water Distribution Manager III Certification or obtain within one (1) year of eligibility to test.

COMPETENCIES:**Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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.

Environment:

- Work areas are both indoor and outdoor which requires travel daily from site to site and checking on water facilities and equipment.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- Work may require emergency response to construction sites, which may be dirty and strewn with construction debris.
- Work may be required above or below the ground.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on a construction site.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:



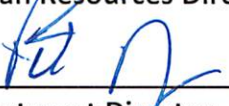


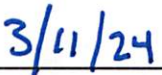
- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally entering confined spaces, such as underground vaults and reservoirs as well as the ability to climb ladders and stairs, ride on platform hoists.
- Operators must be able to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping, and reaching.
- Good vision to read print and computer screens.
- Ability to hear and speak to communicate in person or over the telephone.

SELECTION GUIDELINES:

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

AUTHORIZATIONS: (For Archive)

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date