



120 First Avenue North
PO Box 548 • Ilwaco, WA 98624
Phone: 360.642.3145
Fax: 360.642.3155
info@ilwaco-wa.gov
www.ilwaco-wa.gov

POSITION DESCRIPTION

Class Title: Water Plant Operator – Level I

Division: City of Ilwaco

General Purpose

Performs a variety of skilled, technical, and administrative work in the Water operation, maintenance, and treatment systems. Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of City water, and storm drainage facilities and systems. Due to Public Health and Safety requirements will be subject to call out and overtime hours in addition to regular scheduled hours.

Supervision Received:

Works under the general supervision of the Water Plant Supervisor, and Mayor.

Essential Duties and Responsibilities:

Operators and maintains the water distribution system, treatment plant, and lift stations to control flow and processing of water in order to meet DOH, DOE, NPDES, or other local, state or Federal regulations.

Plans maintenance and operation activities designed to provide quality water treatment service for the City; to determine acceptability and conformance to standards.

Performs analysis of water samples to provide data for the efficient operation of the water treatment plant.

Inspects, maintains and/or repairs chlorine system, booster pumping stations, reservoir, meters, and drainage system. Records statistical data concerning of water quality equipment, pumping stations, meters, and treatment plant systems at frequent intervals to insure that all aspects of the system are functioning properly.

Requisitions needed supplies for the water department and maintains a variety of records relating to equipment supplies, water consumption, D.M.R., and monthly/annual consumer confidence reports.

Advises Supervisor and other city officials in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding the water treatment and distribution system.

Assists in inspections and installation of water main for compliance with regulations and requirements.

Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies for the city shop or storeroom.

Responds to complaints regarding water failures, leaks, or other problems; evaluates situation, may determine if liability lies with the city or the property owner; may explain findings to property owners and notifies appropriate crew if necessary.

Insures the proper maintenance of equipment and tools by participating in cleaning and checking equipment and tools after use. Report to supervisor on conditions of all equipment as related to equipment failure, as well as safety issues.

Assists in the installation of new water lines, pumps plants or related systems and facilities.

Coordinates with other utilities for locations of utility systems.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Operates light and medium-sized construction and power equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe gates and fitting on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Assist in the training of lower level employees to increase their skills in the maintenance, construction and repair of water and storm drainage facilities.

Performs all operations and other duties as directed by supervisor.

Be prepared to perform all required duties upon reporting to work.

Employee will conduct himself or herself in a manner consistent with the high quality as required by City of Ilwaco.

Peripheral Duties

Operates a variety of power construction and maintenance equipment used in the department.

Desired Minimum Qualifications

Education and Experience:

- (a) Level I Water Certification – State of Washington
- (b) Two years of college or technical training in experience relating to the water operations, construction, repair and maintenance of water treatment systems including the operation of related maintenance, or
- (c) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (a) Thorough knowledge of equipment, facilities, materials, methods and procedures used in water treatment systems; considerable knowledge of chemistry, biology, environmental science, water line installation, connections and repair; considerable knowledge of water treatment plant operation and maintenance.
- (b) Skill in operation of the listed tools and equipment.
- (c) Ability to interpret specific chemical and biological analysis; ability to guide, direct employees; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.

Special Requirements

Valid Washington State driver's license, or ability to obtain one. Certification as a water treatment plant operator Level I.

Tools and Equipment Used

Motor vehicles, generators, pumps, gages, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, personal computer including word processing and other software, copy, fax machine and a variety of lab equipment.

Physical Demand

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to walk, sit, climb or balance, stoop, kneel crouch or crawl and smell.

The employee must frequently lift and/or moved up to 25 pounds, and occasionally life and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in other settings.

Work Performance

The employee will receive a verbal and written performance review by his/her supervisor annually.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

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

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: