

City and Borough Sitka, Alaska

Class Specification

Class Title	Water Operator I
Class Code Number	5105
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	September 2011

General Statement of Duties

Operate the Water Distribution and the Water Treatment systems within the City and Borough; performs related work, including that of the Wastewater Facilities Operator or Public Works Crewperson, as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide safe drinking water by keeping the water distribution and water treatment systems in working order. This employee will provide the main back-up support for both the Chief Water Facilities and Senior Water Facilities Operators (CWFO & SWFO) as needed.

This position alternates water system on-call duties with CWFO and SWFO. The work is performed under the direct supervision of the SWFO, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department, specifically Wastewater, as required. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, business organizations, outside contractors and the public. The principal duties of this class are performed in water and wastewater treatment and ancillary facilities and an outdoor work environment with related hazards.

Examples of Essential Work (Illustrative Only)

- Assist and fill in for the CWFO, SWFO and to a minor degree the WWFO as required;
- Operates and maintains the water distribution and water treatment systems within the City and Borough, and to a lesser degree wastewater collection and treatment systems;
- Regulate water quality and production using analytical, SCADA and flow monitoring equipment to daily test, calculate and log all applicable data;
- Compile required reports for regulatory agencies and the public;
- Troubleshoot and resolve water distribution problems, including receiving and investigating complaints from customers regarding water quality issues and maintaining and repairing distribution systems;
- Test and calibrates instruments that measure chlorine residuals, turbidity, alkalinity, pH, temperature and fluoride contents;

- Operate all equipment used in wastewater treatment, including pumps, rotating drum screens, grit separators, clarifiers, belt filter press, blowers, chlorination, lime treatment and related chemical treatments, control systems, high pressure vacuum cleaners, closed circuit television equipment and computer equipment;
- Performs wastewater collection system cleaning and repair, lift station monitoring and routine maintenance.
- Updates water distribution base maps and as-built plans;
- Collects and transports water samples for lab tests;
- Maintains all records as required;
- Supervise temporary/seasonal hires;
- Adjusts drinking water flows and chlorine gas, soda ash and fluoride dosages to achieve desired treatment results and comply with regulations and policies;
- Inspects construction and repairs by others including contractors to ensure an adherence to project specifications and collaborates with the Engineering Department as needed;
- Performs water distribution and wastewater collection system installations and repairs;
- Assists in inventory maintenance of water distribution parts and equipment;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of the current principles and practices involved in water and wastewater distribution, collection and treatment;
- Good knowledge of safety regulations, protocols, principles, practices and procedures for water and wastewater systems, trenching, work site safety control and pump systems;
- Good knowledge of the operation of tools used in water and wastewater systems operation, construction and maintenance including backhoes, trench shoring, valves, hydrants, laboratory equipment and procedures and sampling techniques;
- Some knowledge of mechanical processes and chemical treatment for water and wastewater treatment;
- Ability to remain on call;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to maintain accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, preferably supplemented by additional training in water and/or wastewater processes; and
- Considerable experience in water and/or wastewater systems operation and maintenance; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

- Possession of, or ability to obtain within 6 months, a commercial driver's license issued by the State of Alaska;
- Ability to obtain State of Alaska Certifications as Water Distribution Operator, Water Treatment Operator, Wastewater Collection Operator and Wastewater Treatment Operator provisional level 1 within eighteen (18) months of employment;
- Must hold or obtain two (2) of the following: State of Alaska Certification as Water Distribution Operator, Water Treatment Operator, Wastewater Collection Operator and/or Wastewater Treatment Operator level I within three (3) years of employment;
- Must hold or obtain a level II State of Alaska Certification as Water Distribution Operator or Water Treatment Operator within (4) years of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to monitor and operate water and wastewater systems including hand and power tools and heavy equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment, all equipment used in water and wastewater distribution, collection and treatment, including hand and power tools, and heavy equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb, enter and exit confined spaces and trenches, manipulate equipment and adhere to safety protocols in the inspection of facilities and maintenance of projects and equipment.

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