

City and Borough Sitka, Alaska

Class Specification

Class Title	Senior Water Facilities Operator
Class Code Number	5110
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	September 2011

General Statement of Duties

Operates and maintains the main and emergency stand by water treatment plants, daily determines compliance, records pertinent data and reports to the State of Alaska; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide safe drinking water through established water treatment systems (disinfection, fluoridation, pH and alkalinity adjustment). The work is performed under the direct supervision of the Chief Water Facilities Operator but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class will supervise subordinates and temporary employees for specific projects. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. In the absence of the Water Distribution Operator, an employee in this class may temporarily assume full responsibility for duties of this position. 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, regulatory agencies (ADEC) and the public. The principal duties of this class are performed in the water treatment facilities.

Examples of Essential Work (Illustrative Only)

- Regulate water quality and production using analytical, SCADA and flow monitoring equipment to daily test, calculate and log all applicable data;
- Tests and calibrates instruments that measure chlorine residuals, turbidity and pH, temperature, alkalinity and fluoride contents, maintains quality assurance documentation;
- Performs maintenance, orders parts for cleans and installs all related testing and monitoring equipment as necessary;
- Follows a testing schedule to analyze water samples and performs special testing as conditions warrant;
- Adjusts drinking water flows and chlorine gas, soda ash and fluoride dosages to achieve desired treatment results to achieve desired treatment and to comply with regulations and policies and responds to system malfunctions and takes appropriate corrective actions;
- Reports all routine compliance results to regulatory agency, including monthly operator reports, Surface Water Treatment, Total Coliform and Lead and Copper Rule compliance;

- Plans and schedules work load for all sampling procedures, large scale maintenance, reporting requirements, instrument calibrations and equipment cleaning and maintenance;
- Coordinates the activities of study and certification and tours of the plant;
- Provides technical information to other Public Works personnel in water testing procedures and all related equipment;
- Orders and receives supplies for water treatment and laboratory testing, including chemicals, parts or equipment for repair procedures;
- Adheres to all standards for the safe handling of hazardous materials, including SCBA and MSDS logs and standard Hazardous Response Procedures;
- Operates heavy equipment, including backhoes and front end loaders, in water plant facility maintenance activities;
- Makes special water meter readings for the billing of commercial customers;
- Conducts inspections and maintenance of two water storage facilities;
- Carries out the watershed protection plan, including inspections and annual report preparation;
- Prepares annual consumer confidence report for public distribution (mailings, newspaper);
- Completes other assigned reports as required by the EPA and State of Alaska DEC;
- Performs special projects as assigned by the Environmental Superintendent;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- 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;
- Provides tours of water treatment facilities to schools (grade school to college) and public;
- 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

- Thorough knowledge of laboratory procedures, processes and sampling techniques;
- Thorough knowledge of Federal and State laws, rules and regulations for safe drinking water and water treatment;
- Thorough knowledge of mechanical processes and chemical treatment for water production and treatment;
- Thorough knowledge of the principles, practices, procedures, equipment and materials used in the operation of water production plants;
- Thorough knowledge of safety regulations, protocols, principles, practices and procedures;
- Ability to read and interpret chemical specifications and engineering requirements for water quality project and laboratory programs;
- 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 prepare and present 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 operations; and
- Considerable experience in municipal water and wastewater operations; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills 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;
- Possession of an Alaska state certification as a Water Treatment Operator level I;
- Ability to obtain an Alaska state certification Water Distribution Operator, level I within two (2) years of employment;
- Ability to obtain an Alaska state certification Water Treatment Operator, level II within six (6) months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor water systems and laboratory instrumentation and related testing;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment, all equipment used water treatment and distribution system operation and in testing procedures;
- 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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