

**CITY OF LEAVENWORTH**  
**JOB DESCRIPTION**

**TITLE:** ASSISTANT WATER PLANT OPERATOR  
**REPORTS TO:** Water Plant Supervisor  
**DEPARTMENT:** PUBLIC WORKS DEPARTMENT – Water Division  
**FLSA STATUS:** Non-exempt  
**SALARY RANGE:** Starting: \$3,822 per month (2021)      **6 Month Probationary Period**  
Salary adjustment after one year: \$4,497 per month (2021)

**POSITION SUMMARY**

The position is under direction from the Water Plant Supervisor the individual will be assigned to assisting and completing projects for the maintenance of the water plant, wells, booster station, reservoirs, and day to day operation of the water plant, cross connection entry and field work.

**JOB DUTIES**

Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the particular position.

**ESSENTIAL FUNCTIONS:**

- Assist in the implementation of the Cross-connection Control program by performing inspections, organization and monitoring of testing requirements, and assisting in documentation and record keeping.
- Assist the Water Treatment Plant Supervisor and other operator in plant operations as follows:
  - This individual will serve as a backup operator at the water plant. Projects for the maintenance of the water system include: pump maintenance, plumbing repairs, verification and calibration of equipment, and basic facility maintenance.
  - Day to day operation at the water system includes: distribution samples, cleaning intake screen, checking chlorine gas system, backwashing treatment filters, lab work on pH, turbidity, and alkalinity. In addition, the individual will monitor Supervisory Control and Data Acquisition (SCADA) systems and make adjustments as necessary.
  - The individual will be available for on-call times during off hours of the day and shall be available to work weekends, holidays, festivals, and other shifts as necessary to ensure proper operation of the water system.
  - Perform routine water plant and pump station maintenance duties, such as: lubricating pump bearings, using hand operated grease guns; clean, prepare and paint machinery, equipment and facilities. Repair or replace valves, switches, motors and related equipment as required or assigned.

- Assist in maintaining records, logs of daily operations, record meter and gauge readings, weather conditions, equipment malfunctions and related information.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- A minimum education level of High School graduation or GED Equivalence. College-level courses and/or specialized education in water treatment or wastewater treatment, or other related fields are desirable.
- Must be able to obtain and maintain a Class B Commercial Driver’s License (CDL) with air brake restriction lifted within the first year of employment with the City of Leavenworth. Preference will be given to those applicants that currently have their Class B Commercial License.
- Must obtain and maintain a Department of Health issued Water Treatment Plant Operator (WTPO) level 1 license within twelve (12) months of employment.
- Must obtain and maintain a Department of Health issued Cross Connection Control Specialist certification within twelve (12) months of employment.
- Must be able to obtain and maintain a First Aid and CPR Certification, Basic Emergency Safety Training, Adult, Child, Infant Card.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of:
  - Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, pumps, water treatment plants, compressors, and other equipment.
  - The field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
  - Automatic control valves and their maintenance.
  - Cross connection control.
  - Safe work practices.
  - Basic recordkeeping and report writing practices.
  - Basic Supervisory Control and Data Acquisition (SCADA) telemetry system.
  - Facility and equipment testing
  - Basic computer skills
- Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Thoroughly carrying out written and oral instructions.
- Performing preventative maintenance on electric motors and diesel engines, pumps, compressors, valves, chemical feed equipment, and related equipment.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Applying safe work practices.
- Ability to:
  - Solve problems using deductive reasoning.
  - Create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, craftsmen, and the public.
  - Prioritize activities and manage schedules in a manner which allows for completion of all job duties efficiently and within required schedules.
  - Understand and follow both oral and written instructions and communicate orally and in writing.
  - Work weekends, holidays, festivals, and the hours of work required to meet the needs of each water treatment plant, which may require working split shifts.
  - Be called-out for emergencies and work unplanned overtime.
  - Keep records and make reports which are well-written, analytical, forward-thinking and legally defensible.
  - Utilize computerized systems and Microsoft Office computer applications.

**DESIRABLE QUALIFICATIONS:**

- Possession of a Water Treatment Plant Operator Level 1 license or higher.

**SCOPE OF RESPONSIBILITY**

- This position reports to the Water Plant Supervisor who reports to the Public Works Director.

**SAFETY PRACTICES:**

- Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies.
- Performs work within *WISHA* safety standards and the City's *Accident Prevention and Safety Program* (Updated November 1, 2018) with consideration for public safety and convenience.
- Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them.

- Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management.
- Uses protective clothing and personal protective equipment when and where required or necessary.
- Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

**MACHINERY, EQUIPMENT, TOOLS, AND HEAVY EQUIPMENT:**

- Is capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks.

**PHYSICAL CAPABILITIES:**

- Physical strength sufficient to perform heavy manual labor for extended periods of time during the regular shift, during overtime hours and when performing work under emergency conditions.
- Must be able to perform heavy manual labor associated with assigned maintenance tasks, which may include safely lifting and moving objects weighing up to 100 pounds.
- Capable of exerting physical effort that includes combinations of standing, sitting, bending, walking, stooping, digging, manipulating, climbing, balancing, kneeling, crouching, crawling, lifting; walking over rough terrain and uneven or slippery surfaces; using hands to finger, handle, feel objects or tools or controls; frequently reaching with hands and arms.
- Talking, hearing, tasting, and smelling capabilities sufficient to alert oneself and others to unusual, unsafe, or dangerous situations.
- Vision capabilities that include close vision, distance vision, color vision, depth perception, peripheral vision, night vision and adjusting focus with or without vision aids (prescription eyeglasses or contact lenses).
- Hand-eye coordination and fine manipulation capabilities necessary to operate various machines.

**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. Work is performed in an environment which is busy, oriented to public service and subject to constant work interruptions. Work environment includes performing duties in close proximity to chlorine gas and other chemicals related to the nature of work performed. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines.

The noise level in the work environment is usually moderate but at times can sustain loud noises due to equipment being used. Ear protection is required to be worn at all times when operating equipment where the equipment operations manual requires it to be worn, or when noise levels are excessive or constant.

## **TERMS OF EMPLOYMENT:**

Following an offer of employment, and prior to starting work, individual filling the position will be required to pass a pre-employment physical evaluation to assess individual abilities to meet the essential functions and miscellaneous essential functions of the position. The evaluation will also include a drug and alcohol screening due to the nature of the position, which includes the need to maintain a current Washington driver's license in order to drive special use heavy equipment and maintenance vehicles.

*An individual with a disability who satisfies the skill, experience, education and other job-related requirements, with or without reasonable accommodations, may perform the essential functions of this position. The physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

*Statements contained herein reflect general details, as necessary to describe the principal function of the position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief to equalize peak work periods, or to otherwise balance the workload.*

*The City of Leavenworth is an equal opportunity employer.*