



Effective: Feb 3, 2021
City of Sweet Home
Plant Operation 3 (Lead Operator)
Job Description
FLSA Non-Exempt

AFSCME Represented: [Signature] 07 April 2021

Approved by: [Signature] 03 FEB 21

PLANT OPERATOR 3

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

Plans, coordinates, and performs a variety of advanced technical and maintenance work in the operation, maintenance, and repair of the water distribution system, and water treatment, in a lead worker capacity at either the Water or Wastewater Treatment Plants, depending on certification specialization.

Operates, repairs, and maintains specialized equipment and instruments used in the sampling, analysis, and processing of potable water and wastewater, including but not limited to lab equipment, samplers, pumps, and other conveyance equipment. Inspects, monitors, and adjusts plant process equipment and instruments; performs preventive maintenance and minor repairs; may assist with major repairs, modifications, and installation and start-up of a variety of process equipment.

This position may be required to work evenings and weekends.

B. SUPERVISION RECEIVED AND EXERCISED:

This is a lead position. This position leads assigned employees which include scheduling and assigning work, mentoring, coaching, training, developing work plans, reviewing work for completion, evaluating performance, and providing necessary feedback to supervisor.

C. EXAMPLES OF DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.
2. Uses computerized control system to regularly monitor and control plant processes, equipment, and instrument activities for the treatment plant operations.
3. Prepares a variety of studies, reports, recommendations, and related information for decision-making purposes.
4. Collects and tests samples of surface water, potable water, wastewater, groundwater, and biosolids; may include collection and testing of materials containing hazardous constituents.
5. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
6. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
7. Serves as a member of various City committees or work groups as assigned.
8. Assists other staff in the performance of their duties as assigned.
9. Maintains regular job attendance and adherence to working hours.
10. Operates a motor vehicle safely and legally.
11. Performs other duties as assigned by supervisor.

D. WORK ENVIRONMENT/PHYSICAL DEMANDS:

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.
3. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.
4. The employee must occasionally lift and/or move up to 50 pounds.
5. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
6. In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
7. Very frequently, 80% of the workday is spent working in sewage, and sewage holding facilities, tight restriction spaces with electrical and mechanical systems, loud noise levels, associated process chemicals such as chlorine and polymers, fumes and gases, and varying weather conditions.
8. This position may be required to work evenings and weekends.

E. ADDITIONAL POSITION REQUIREMENTS:

Ability To

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
3. Interact with agitated community members in a productive, objective, and equitable manner.
4. Conduct and understand statistical calculations and be prepared to make presentations as needed.
5. Troubleshoot and respond to alarms and potential issues; evaluate situation to make initial assessment of potential problems and decide on the appropriate problem-solving solution.
6. Use computer application to prepare reports, keep daily records, utilize spreadsheets, and submit equipment maintenance requests.
7. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
8. Ability to write reports, business correspondence, and procedure manuals.
9. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
10. Ability to form efficient and effective working relationships with the community and peers
11. Ability to compute rate, ratio, and percent and interpret graphs.
12. Evaluate operational data and information and effect necessary process control changes using a variety of manual and automation control systems.
13. Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
14. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
15. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
16. Form efficient and effective working relationships with other employees and the public.
17. Work in a busy environment with multiple activities and customers.
18. Accommodate a work schedule that may require work on weekends.
19. Be at work on time. Be available for work. Give a full day's work.
20. Respond in a positive manner to directions.
21. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
22. Get along with others.
23. Learn, know, and follows the rules, policies, practices and procedures of the department.
24. Be physically and mentally fit for work.

Required Knowledge and Skills

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

General knowledge of equipment, facilities, materials, and procedures related to the operation and maintenance of a conventional wastewater treatment facility and biosolids management system and procedures and regulations pertaining to the workplace safety, confined space work, and working in hazardous and potentially hazardous location. General knowledge of: how to evaluate and troubleshoot mechanical components to determine existing operating conditions, standard practices, materials, and modern methods used in the safe repair and maintenance of water/wastewater equipment, repairing pumps and all treatment facilities equipment; OSHA industrial required safety procedures.

License and Certificate

Oregon Driver's License with good driving record required for use of City vehicle.

Have either a Level 3 in Water Treatment or Level 3 in Wastewater Treatment; or the ability to obtain required certification within 6 months.

Experience and Education

High school diploma or general education degree (GED) or higher; College degree in water treatment, or a closely related field preferred; five (5) years of related work experience with 1 year in a lead position, or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities. Or an equivalent combination of education and experience as deemed acceptable by hiring manager.