

# Operations Technician II

## Position Description



### **JOB SUMMARY:**

Treatment plant operator, and distribution system duties include; operation, maintenance and ability to troubleshoot a class III water treatment plant, and a class II distribution system. Knowledge of SCADA and computers as well as instrumentation common to the field is a must. This position supports the operational needs of the District and works closely with both field and office staff. This position requires that the candidate have a WTPO II certification from Washington State Department of Health and a valid Washington State driver's license, and general knowledge of WAC 246-290 and CFR part 141 as well as the ability to reference these statutes as needed.

**2022 Salary Range: \$37.24 to \$42.33 per hour**

### **REPORTING RELATIONSHIP:**

The position reports to the Operations Lead and General Manager

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operate surface water treatment plant in accordance with State and Federal regulations and guidelines.
- Perform duties in the Distribution system in accordance with State and Federal regulations and guidelines.
- Follow programs and schedules for effective preventative and corrective maintenance at the treatment plant and in the distribution system.
- Operate the treatment plant as instructed by the operations lead, which may include adjustments to chemical addition, monitoring backwashes and rinses, making adjustments to pump capacities, recycle water flow rate, and other critical changes needed to produce safe, clean, and compliant drinking water.
- Record, and compile data to track the performance of production operations.
- Participate in the operations and maintenance of the District as needed and directed.
- Work with installation contractors regarding District projects.
- Participate in training programs for field operations staff.
- Participate in the implementation of emergency management procedures for the District.
- Participate in performance appraisal process with direct supervisor.
- Actively seek personal growth
- Helps maintain high customer satisfaction by being responsive to customer's questions, complaints, and needs in a professional and compassionate manner in a reasonable amount of time.
- Effectively communicates to the Operations Lead potential problems and concerns in the treatment plant and in the distribution system.

- Documents all activities performed at the treatment plant and in the field to maintain an effective maintenance program, and to communicate to fellow employees changes to all equipment and processes that were made during your shift.
- Ensure education acquiring CEU's that are current, and relevant.
- Ability to lift between 50 and 100lbs, is physically able to walk long distances, stand for long periods of time, and work outside in inclement weather.
- Be available to work weekdays, weekends, holidays and on-call schedules.
- Ability to do mathematical calculations, effectively read, and follow directions.
- Communicate effectively, and work with a wide variety of people. Ability to work in harsh and confining environments.
- Pass pre-employment physical and drug screening and random drug testing.

#### **OTHER JOB FUNCTIONS:**

- Perform system rounds on a rotating basis.
- Assist in main repairs, service line and meter installations and main taps as needed.
- Assist in the maintenance of grounds, office/shop, tanks, reservoirs, and District vehicles as needed.
- Be an ambassador for conservation programs.
- Monitor stream conditions and maintenance.
- Available for 24 hour emergency response.
- Perform related duties as deemed necessary by the Operations Lead or General Manager.

#### **SKILLS KNOWLEDGE AND EXPERIENCE REQUIRED**

1. Three years or more of experience with a public utility or Municipality that is engaged in ground and surface water operations, or similar experience.
2. Education/background in water treatment, water distribution, engineering or other relevant disciplines.
3. High school diploma or GED
4. PC proficient; experience with Microsoft Word, Excel, Outlook, must have the ability to use and learn new programs as needed.
5. Above average communications skills.
6. Strong interpersonal skills.
7. Heavy equipment operations or infrastructure construction experience.

#### **LICENSE OR CERTIFICATES**

- Valid Driver's License and satisfactory driving record
- WTPO II or higher

#### **COMPETENCIES**

Shares knowledge & expertise, analysis and problem solving, organizational awareness, adaptable, ability to set and achieve priorities, customer focus, supports change. Willing to work as a team member that supports current management and supervision.