

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: Utility Worker III – Water Quality

Department: Public Works - Water

FLSA Status: Non-Ex

Employee Group: AFSCME

Salary Grade: F

FTE Status: Full Time

Date: January 2019

General Function:

Responsible for citywide compliance with federal, state, and local regulatory requirements stemming from the Safe Drinking Water Act, Clean Water Act, and NPDES Permit. Collects and documents water samples, maintains data to support water quality related documentation, and reporting. Expected to review construction plans, perform inspections, assist with mapping updates, and write correspondence related to the above. Performs a variety of operations maintenance in water and storm water as required and may act as a lead crew worker when assigned.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Receives instructions and work assignments from the Operations Supervisor. Must explain tasks and assist employees in solving problems while ensuring quality control. Can be assigned responsibility for job site leadership of crew in absence of supervisor and may be required to operate specialized equipment.
4. Maintains data sets using/managing, spreadsheets, tables, and databases.
5. Performs field investigations/verifications using construction plans, flow monitoring and field sampling equipment, mapping systems, and other data collection devices.
6. Investigates customer concerns about water quality. Obtains specific

information concerning color, odor, clarity, and location. Collects drinking/storm water samples for bacteriological and chemical analysis. Transports samples to laboratory for testing. Understands technical test results to assist in identifying concerns, trends, sampling errors, etc. Discusses results and laboratory analysis with complainant with recommendations for corrective measures as directed by supervisory staff.

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7. Collects samples in compliance with the requirements of EPA and the State of Oregon mandated sampling programs, both DEQ and Health Authority. Performs routine field tests for chlorine residuals and other water quality parameters. Maintains water quality and system operation records, files, and reports in accordance with requirements.
8. Assists with new city infrastructure construction to ensure compliance with standards. Assists with cross-connection program. Assists with utility operation and maintenance.
9. Assists with written correspondence and preparation of reports as assigned by supervisory staff. Reports to regulatory agencies must comply with those agency's requirements concerning information reported and format parameters.
10. Perform other duties as assigned that support the overall objective of the Environmental Services and Water Division

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) The position typically requires an Associate's degree in engineering, biology, chemistry or related field with some level of related job experience. Alternatively candidates with at least three years of related job experience combined with two years of college credits related to the field of engineering, biology, chemistry, environmental science may be considered for the position.

b) Training:

- i) Must have and maintain a valid Class B Oregon Commercial Driver's License at the time of appointment.
- ii) Must have and maintain a Water Distribution II (Level III desirable) certificate issued by Oregon Health Authority at the time of appointment.
- iii) Current backflow testers license and cross connection specialist certification desirable.

2) Supervision:

Received: Performs work highly independently once work assignments are received. Supervisor may oversee job site performance on a limited basis. On site lead responsibilities for utility workers may be assigned which requires using independent judgement to ensure high quality work is completed effectively and efficiently.

3) Communication:

Effective relationships between supervisors and co-workers must be maintained.

Relationships outside the City organization are maintained frequently with contractors working in the City and other utilities regarding their impact on City facilities. Ability to interpret engineering drawings; ability to communicate effectively orally and in writing; ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Contacts made with other departments include individual programs with Public Works division to assist in emergency situations as designated. Communication with City residents in solving moderately complex issues relating to utility services. May include weather related and emergency situations.

4) Cognitive Functions:

Work is governed extensively by appropriate DEQ, EPA, OSHA and State regulations (i.e. highway, traffic safety, health, plumbing) and City ordinances, policies, rules and regulations as well as professional standards (i.e. AWWA, APWA).

May assist in the development of procedures, systems and methodologies at the request of the Operations Supervisor.

The consequences of an error in the normal course of work could result in health hazards, damage to public and private property and equipment due to careless equipment operation or failure to complete work appropriately. OAR, AWWA, and APWA manuals plus past experience and common sense provides precedent for most problems.

Most day-to-day tasks are recurring but the varied facilities provide a need for innovation and extensive problem solving skills.

Decisions most often made in the course of work include those related to the performance of work in a safe and healthful manner for staff and citizens.

5) Working Conditions:

Adverse working conditions include work around chlorine, and chemical sprays, work in inclement weather, and requirement to lift heavy weight and do heavy manual labor.

Physical risks exposed to include work with and around equipment, driving in snow and ice, work in deep ditches, manholes, and high places, work around underground utilities and work in and around traffic all of which may cause physical injuries or illness.

Requires the ability to function in an office and field environment engaged in work of primarily a moderately active nature. Requires sufficient ambulatory ability to move about to office and outdoor field locations and to bend, stoop, reach, and climb on uneven terrain and in varying weather conditions.

Work schedule is typically normal work hours while employees in this classification may be required to participate in an On-call program. Also, may receive call backs for emergency conditions including weather emergencies.

6) Resource Accountability

Workers are held accountable for the proper maintenance and operation of equipment (i.e. trucks, tools, etc.) they are assigned to operate.

May commit City resources for minor local purchases without higher approval.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.