



Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Water Utility Worker I & I-A

Department: Water

General Statement of Responsibilities

Performs a variety of semi-skilled labor and skilled technical duties in the operation and maintenance of the water treatment and distribution systems; performs a variety of related duties as assigned.

Supervision Received

Works under the direction of the Water Superintendent or Water Chief Operator who outlines and assigns specific tasks but may work without direction after assignment of duties.

Supervision Exercised

Supervision of others is not a typical function assigned to this position.

Examples of Duties - Essential Functions

1. Receives written and verbal work orders and plans job tasks, obtains necessary supplies, tools and equipment.
2. Operates computer including spreadsheets, word processing, recording and interpreting data.
3. Performs routine and emergency inspections on system equipment and operation; maintains logs and records to insure full functioning system; performs or arranges for system maintenance as needed.
4. Operates & maintains equipment & controls in water treatment process.
5. Takes samples, performs laboratory testing, and records readings and test results.
6. Logs readings from various gauges, instruments, and telemetering equipment; maintains activity records and prepares related reports.
7. Installs, inspects, maintains, and replaces water meters, mains, and gate valves, fire hydrants, service lines, and other appurtenances.
8. Winterizes and does preventive maintenance on water treatment plant equipment.
9. Responds to and investigates water quality and quantity complaints.
10. Locates and marks water lines in systems to maintain accurate record of system.
11. Conducts sampling, testing, and inspections at new subdivisions.

12. Operates in competent, safe manner, a wide variety of heavy equipment and vehicles and equipment required to perform duties.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency required;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

- Oregon Water Distribution (WD) Level I and Water Treatment (WT) Level I Certifications within two years of hire (**Water Utility Worker I**)
- Oregon WD Level I and WT Level II or WD II & WT I Certifications required (**Water Utility Worker I-A**)

Knowledge of: Thorough knowledge of modern principles and practices of repair, maintenance, construction and installation work normally performed in water distribution and treatment systems, including appropriate materials, tools, and equipment used in the performance of duties; technical knowledge in SCADA, electrical, and pump stations. Knowledge of state, federal, and local laws, codes, regulations, and ordinances regarding water operations; compliance reporting; the occupational hazards and safety precautions required related to water treatment and collection systems; office procedures; and equipment including computers and applicable software applications.

Skills: Safe operation of facilities, equipment, machines, tools, and laboratory equipment and execution of processes; training others; decision-making; problem-solving; customer service; communications.

Ability to: Understand and perform mechanical functions; follow complex oral and written instructions and orders; work independently; read and understand technical manuals, blueprints, plans, drawings, schematics, diagrams and/or other documents as required; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines, or tools needed to perform duties; communicate effectively verbally and in writing; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; organize and administer effective work programs to meet department needs; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent while operating office equipment such as computers, keyboards, calculators,

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telephones; driving; scaling ladders; crawling in restricted spaces; operating heavy equipment, machinery, and mechanical and electrical equipment; and using and moving equipment, tools, and lab equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials 5-25 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *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.*

While performing the duties of this position, the employee is primarily working in a plant environment and is subject to outdoor conditions, slippery or uneven surfaces, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, heights, sub-grade vaults and tanks, restricted spaces, road hazards, vibration, mechanical and/or electrical hazards, dust, chemicals, and hazardous physical substances and fumes.

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Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Water Utility Worker IV

Department: Water

General Statement of Responsibilities

Performs advanced journey-level IV tasks in the operation and maintenance of the water treatment and distribution systems; performs a variety of related duties as assigned.

Supervision Received

Works under the direction of the Water Superintendent or Water Chief Operator who outlines and assigns specific tasks but may work without direction after assignment of duties.

Supervision Exercised

Direct supervision of others is not a typical function assigned to this position. Acts as lead to provide training and orientation to assigned personnel. Assigns work tasks and projects, and schedules staff.

Examples of Duties - Essential Functions

1. Receives written and verbal work orders and plans job tasks, obtains necessary supplies, tools and equipment.
2. Operates computer including spreadsheets, word processing, recording and interpreting data.
3. Performs routine and emergency inspections on system equipment and operation; maintains logs and records to insure full functioning system; performs or arranges for system maintenance as needed.
4. Takes samples, performs laboratory testing, and records readings and test results.
5. Operates & maintains equipment & controls in water treatment process
6. Logs readings from various gauges, instruments, and telemetering equipment; maintains activity records and prepares related reports.
7. Installs, inspects, maintains, and replaces water meters, mains, and gate valves, fire hydrants, service lines, and other appurtenances.
8. Winterizes and does preventive maintenance on water treatment plant equipment.
9. Responds to and investigates water quality and quantity complaints.
10. Locates and marks water lines in systems to maintain accurate record of system.
11. Conducts sampling, testing, and inspections at new subdivisions.

12. Acts as lead and provides training to assigned staff. Assigns tasks and projects to staff; trains staff in appropriate treatment methods and techniques; schedules staff to ensure proper plant coverage; audits and enters timesheet information for assigned employees.
13. Participates in establishing schedules and methods for providing maintenance and repair services; identifies resource needs; reviews needs with appropriate supervisory staff; allocates resources accordingly.
14. Operates in competent, safe manner, a wide variety of heavy equipment and vehicles and equipment required to perform duties.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency;
- AND ten years' increasingly responsible experience in municipal water system treatment, operation, and distribution, including some supervisory responsibility;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

- Oregon Water Distribution (WD) Level IV & Water Treatment (WT) Level IV Certification
- Filtration Endorsement encouraged

Knowledge of: Thorough knowledge of modern principles and practices of repair, maintenance, construction and installation work normally performed in water distribution and treatment systems, including appropriate materials, tools, and equipment used in the performance of duties; technical knowledge in SCADA, electrical, and pump stations. Considerable knowledge of state, federal, and local laws, codes, regulations, and ordinances regarding water operations; compliance reporting; the occupational hazards and safety precautions required related to water treatment and collection systems. Knowledge of supervision, office procedures, and equipment including computers and applicable software applications.

Skills: Safe operation of facilities, equipment, machines, tools, and laboratory equipment and execution of processes; training others; decision-making; problem-solving; customer service; communications.

Ability to: Follow complex oral and written instructions and orders; work independently, coordinate the work of others, and delegate responsibility; read and understand technical manuals, blueprints, plans, drawings, schematics, diagrams and/or other documents as required; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines, or tools needed to perform duties; communicate effectively verbally and in writing; direct the work activities of small groups of employees; train

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new employees; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; organize and administer effective work programs to meet department needs; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent while operating office equipment such as computers, keyboards, calculators, telephones; driving; scaling ladders; crawling in restricted spaces; operating machinery and mechanical and electrical equipment; and using and moving equipment, tools, and lab equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials 5-25 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *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.*

While performing the duties of this position, the employee is primarily working in a plant environment and is subject to outdoor conditions, slippery or uneven surfaces, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, heights, sub-grade vaults and tanks, restricted spaces, road hazards, vibration, mechanical and/or electrical hazards, dust, chemicals, and hazardous physical substances and fumes.

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City of Hermiston, Oregon Position Description

Job Title: Water Utility Worker III & III-A

Department: Water

General Statement of Responsibilities

Performs advanced journey-level III tasks in the operation and maintenance of the water treatment and distribution systems; performs a variety of related duties as assigned.

Supervision Received

Works under the direction of the Water Superintendent or Water Chief Operator who outlines and assigns specific tasks but may work without direction after assignment of duties.

Supervision Exercised

Direct supervision of others is not a typical function assigned to this position. May provide training and orientation to assigned personnel. May assign work tasks and projects, and schedule staff.

Examples of Duties - Essential Functions

1. Receives written and verbal work orders and plans job tasks, obtains necessary supplies, tools and equipment.
2. Operates computer including spreadsheets, word processing, recording and interpreting data.
3. Performs routine and emergency inspections on system equipment and operation; maintains logs and records to insure full functioning system; performs or arranges for system maintenance as needed.
4. Operates & maintains equipment & controls in water treatment process
5. Takes samples, performs laboratory testing, and records readings and test results.
6. Logs readings from various gauges, instruments, and telemetering equipment; maintains activity records and prepares related reports.
7. Installs, inspects, maintains, and replaces water meters, mains, and gate valves, fire hydrants, service lines, and other appurtenances.
8. Winterizes and does preventive maintenance on water treatment plant equipment.
9. Responds to and investigates water quality and quantity complaints.
10. Locates and marks water lines in systems to maintain accurate record of system.
11. Conducts sampling, testing, and inspections at new subdivisions.

12. Operates in competent, safe manner, a wide variety of heavy equipment and vehicles and equipment required to perform duties.
13. May act as lead in providing training to assigned staff. May assigns tasks and projects to staff; train staff in appropriate treatment methods and techniques, and/or schedule staff to ensure proper coverage. May audit and enter timesheet information for assigned employees.
14. May participate in establishing schedules and methods for providing maintenance and repair services.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency required;
- AND eight-ten years' increasingly responsible experience in municipal water system treatment, operation, and distribution;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

- Oregon Water Distribution (WD) Level III & Water Treatment (WT) Level III Certification (**Water Utility Worker III**)
- Oregon WD Level IV & WT Level III or WD III & WT IV (**Water Utility Worker III-A**)
- Filtration Endorsement encouraged

Knowledge of: Thorough knowledge of modern principles and practices of repair, maintenance, construction and installation work normally performed in water distribution and treatment systems, including appropriate materials, tools, and equipment used in the performance of duties; technical knowledge in SCADA, electrical, and pump stations. Knowledge of state, federal, and local laws, codes, regulations, and ordinances regarding water operations; compliance reporting; the occupational hazards and safety precautions required related to water treatment and collection systems. Knowledge of training practices, office procedures, and equipment including computers and applicable software applications.

Skills: Safe operation of facilities, equipment, machines, tools, and laboratory equipment and execution of processes; training others; decision-making; problem-solving; customer service; communications.

Ability to: Understand and perform mechanical functions; follow complex oral and written instructions and orders; work independently, coordinate the work of others, and delegate responsibility; read and understand technical manuals, blueprints, plans, drawings, schematics, diagrams and/or other documents as required; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines, or tools needed to perform duties; communicate effectively verbally and in writing; direct the work activities of small groups of employees; train new employees; establish and maintain

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effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; organize and administer effective work programs to meet department needs; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent while operating office equipment such as computers, keyboards, calculators, telephones; driving; scaling ladders; crawling in restricted spaces; operating heavy equipment, machinery, and mechanical and electrical equipment; and using and moving equipment, tools, and lab equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials 5-25 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *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.*

While performing the duties of this position, the employee is primarily working in a plant environment and is subject to outdoor conditions, slippery or uneven surfaces, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, heights, sub-grade vaults and tanks, restricted spaces, road hazards, vibration, mechanical and/or electrical hazards, dust, chemicals, and hazardous physical substances and fumes.

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Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Water Utility Worker II & II-A

Department: Water

General Statement of Responsibilities

Performs a variety of semi-skilled labor and skilled technical duties in the operation and maintenance of the water treatment and distribution systems; performs a variety of related duties as assigned.

Supervision Received

Works under the direction of the Water Superintendent or Water Chief Operator who outlines and assigns specific tasks but may work without direction after assignment of duties.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to new personnel.

Examples of Duties - Essential Functions

1. Receives written and verbal work orders and plans job tasks, obtains necessary supplies, tools and equipment.
2. Operates computer including spreadsheets, word processing, recording and interpreting data.
3. Performs routine and emergency inspections on system equipment and operation; maintains logs and records to insure full functioning system; performs or arranges for system maintenance as needed.
4. Operates & maintains equipment & controls in water treatment process.
5. Takes samples, performs laboratory testing, and records readings and test results.
6. Logs readings from various gauges, instruments, and telemetering equipment; maintains activity records and prepares related reports.
7. Installs, inspects, maintains, and replaces water meters, mains, and gate valves, fire hydrants, service lines, and other appurtenances.
8. Winterizes and does preventive maintenance on water treatment plant equipment.
9. Responds to and investigates water quality and quantity complaints.
10. Locates and marks water lines in systems to maintain accurate record of system.
11. Conducts sampling, testing, and inspections at new subdivisions.

12. Operates in competent, safe manner, a wide variety of heavy equipment and vehicles and equipment required to perform duties.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency required;
- AND State standards experience in municipal water system treatment, operation, and distribution;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

- Oregon Water Distribution (WD) Level II & Water Treatment (WT) Level II Certification (**Water Utility Worker II**)
- Oregon WD Level III & WT Level II or WD II & WT III (**Water Utility Worker II-A**)
- Filtration Endorsement encouraged

Knowledge of: Thorough knowledge of modern principles and practices of repair, maintenance, construction and installation work normally performed in water distribution and treatment systems, including appropriate materials, tools, and equipment used in the performance of duties; technical knowledge in SCADA, electrical, and pump stations. Knowledge of state, federal, and local laws, codes, regulations, and ordinances regarding water operations; compliance reporting; the occupational hazards and safety precautions required related to water treatment and collection systems. Knowledge of training practices, office procedures, and equipment including computers and applicable software applications.

Skills: Safe operation of facilities, equipment, machines, tools, and laboratory equipment and execution of processes; training others; decision-making; problem-solving; customer service; communications.

Ability to: Understand and perform mechanical functions; follow complex oral and written instructions and orders; work independently, coordinate the work of others, and delegate responsibility; read and understand technical manuals, blueprints, plans, drawings, schematics, diagrams and/or other documents as required; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines, or tools needed to perform duties; communicate effectively verbally and in writing; train new employees; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; organize and administer effective work programs to meet department needs; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable*

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Working Conditions: *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.*

While performing the duties of this position, the employee is primarily working in a plant environment and is subject to outdoor conditions, slippery or uneven surfaces, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, heights, sub-grade vaults and tanks, restricted spaces, road hazards, vibration, mechanical and/or electrical hazards, dust, chemicals, and hazardous physical substances and fumes.

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