



# MUNICIPAL UTILITY WORKER II – WATER PLANT

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	MUW II – Water Plant	<b>Effective Date:</b>	July 1, 2017
<b>Working Title:</b>	Water Plant Specialist	<b>Type:</b>	Represented by LIUNA Local 320
<b>Department:</b>	Public Works	<b>Supervisor:</b>	Water Division Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

Under the supervision of the Water Division Manager, incumbents in this classification perform tasks involving scheduling and/or performing preventive maintenance, installation, overhaul and repair of electrical control and electronic instrumentation systems and programmable controller monitoring telemetry system for the City's water systems. Work is primarily performed independently, subject to inspection by the supervisor. Performs on-call duty on a rotational basis.

Performs as a lead worker to assigned MUW I - Water field staff; provides technical and non-technical training and guidance concerning work procedures; plans, assigns, and re-assigns work; monitors and approves work for completion and conformance with quality and safety standards; and provides informal assessment of workers' performance to the Water Division Manager.

### SUPERVISION

Not a supervisory position.

### PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Physical Demands

Physical effort is required to perform heavy manual labor. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch or crawl. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a personal computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

#### Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

#### Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and

background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

## **ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES**

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. In addition, employees may be assigned as Competent Person on any given job. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

### **90% Telemetry System, Water Distribution & Quality Assurance**

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Performs and oversees repairs to electronic or digital systems; participates in the design of alterations or adaptations to the systems such as installing programmable logic controllers, RTUs; requisitions parts and supplies. Advises supervisor of special repair orders; tests and installs computer monitoring systems. Performs overhaul and maintenance work on telemetry equipment.

Operates and maintains equipment of the City's water system, including pumps, motors, valves, filters, chemical feed systems and generators.

Conducts regular maintenance on components of data communication system, inspects for breakdowns, and maintains servicing and maintenance records.

Occasionally erects and maintains antennas, towers and associated transmission line. Diagnoses faults in telecommunications equipment/lines and adjusts levels and verifies data transmissions.

Maintains and repairs pumps and related electrical controls at water pump stations, wells, reservoirs, flow monitoring stations and other municipal facilities. Installs, calibrates, tests and repairs electrical, pneumatic and electronic control devices at various City facilities for centralized monitoring of facility operations and the collection of field data for computerization. Cleans, inventories, and maintains specialized tools and equipment.

Operates and maintains City Telemetry System.

### **10% Other Related Activities**

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Emergency on-call as directed by supervisor.

Advises inventory coordinator of parts and materials used on daily work orders.

May serve as City liaison on various boards, committees, and task forces.

Routinely checks and maintains vehicles and equipment.

Coordinates contractual services for construction, painting, and other services.

Assumes duties of Water Division Manager as requested by Water Division Manager or Public Works Director.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school diploma or equivalency plus three years of road, water, sewer, stormwater, or general construction experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

### **Licenses, Certifications & Other Requirements**

- Required at time of hire: Valid Oregon driver license, NIMS ICS 100, 200, and 700 Certification and completion of Excavation Safety Training and Confined Space Training.
- Residence must be within a 30-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- Pass background investigation.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- Methods, materials and procedures used in inspection, repair and maintenance of water systems, storm drains, streets, and parks.
- Safe operation of tools and equipment required for the position.
- Work-related safety practices and environmental rules and regulations particularly in regards to work in confined and/or hazardous conditions.

### **Skill & Ability**

- Operate specialized tools, heavy equipment and vehicles required to perform the duties, responsibilities and the essential functions of the job.
- Operate a personal computer, including word processing and email programs.
- Make material estimates, read and interpret plans and specifications, keep records and make reports.
- Work in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Plan and prioritize daily tasks and make appropriate decisions.
- Work independently.
- Plan, train and lead designated employees in the completion of various projects, including monitoring, approving and informally assessing performance.
- Develop presentations, coordinate special events and speak before citizen and student groups.

### **Licenses, Certifications & Other Requirements**

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class A Endorsement.
- Preferred at hire, must be able to obtain as soon as practicable: Oregon Health Authority (OHA) Water Distribution II Certification, OHA Water Treatment I Certification, First Aid & CPR Certification, ODOT Flagger Certification.