



MUNICIPAL UTILITY WORKER III – WATER QUALITY

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.

Class Title:	MUW III – Water Quality	Effective Date:	February 1, 2017
Working Title:	Water Quality Specialist	Type:	Represented by LIUNA Local 320
Department:	Public Works	Supervisor:	Water Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the supervision of the Water Division Manager, incumbents in this classification lead and perform tasks involved in cross connection control program, including backflow assembly inspections, monitoring businesses and residents to avoid possible contaminants into the City's water system; locates backflow devices throughout the City and follow-up when necessary; performs all water sampling as required; leads the annual water main flushing program; oversees the safety program; oversees the public education program; oversees and schedules shut-offs monthly; operates the telemetry system and adjusts or reprograms the system as needed depending on daily water demand. Maintains computerized inventory and prices on all parts. Calculates all work orders for Water Division jobs. Incumbents may work independently or within a team. Performs on-call duty on a rotational basis.

Performs as a lead worker to the MUWII Customer Service Specialist and MUWI Water Quality 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. Assists and backs-up or assumes responsibility of Water Division Manager when needed.

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.

Work Environment / 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. 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.

65% Cross Connection

Inspects businesses and residents which are covered by state and local cross connection laws and codes; inspects water inlets and advising water consumers of necessary protective devices that must be installed.

Conducts follow-up inspections to insure that devices have been properly installed and/or modifications made. Coordinates inspection scheduling and meets quality/quantity requirements.

Locates backflow devices throughout the City that are installed and not tested and follows-up to have them tested. Also locates residents that are not in compliance.

Plans, schedules, organizes, and inspects the work of Municipal Utility Workers in the completion of duties related to the City's water quality and customer service.

Manages daily resident/business communications, data and reporting. Prepares notification test letters to customers and inputs test results.

Maintains necessary inspection reports and notices using computerized system. Maintains cross connection control program on computer.

Provides excellent internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and producing high quality results.

35% Inventory Control, Water Quality, and Additional Related Duties

Takes annual inventory of all Public Works parts. Order parts as needed. Calculates all work orders for City jobs. Maintains computerized inventory and prices on all parts.

Performs weekly Bac-T samples, monthly V.O.C. samples and monitoring well samples. Runs fluoride samples to calculate PPM, including split samples when needed. Works with State regulators on well abandonment and inspections.

Completes annual cross connection control survey and inventory and reports to OHA

Coordinates, schedules and oversees the annual flushing program.

Operates and monitors telemetry system.

Assists Water Distribution Manager with pump station planning and well rehabilitation.

Assumes duties of Water Division Manager as requested by Water Division Manager or Public Works Director. Performs customer service duties in the absence of the MUW II Customer Service Specialist.

Emergency on-call as directed by supervisor.

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

May be assigned a position in the Emergency Operations Center during a declared emergency.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency plus five years of as a certified water distribution operator including water quality, and experience in road, water, sewer, stormwater, or general construction; 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, OHA Water Distribution II Certification, OHA Cross Connection Specialist Certification, and completion of Confined Space and Competent Person 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 tools, equipment and vehicles required to perform the duties of the job.
- Operate a personal computer, including word processing and email programs sufficiently to perform assigned duties.
- Make material estimates, 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 Best Management Practices for repairing and maintaining water distribution systems as set forth by the Oregon Health Authority Drinking Water Program.
- 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.
- 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 CDL - Class A Endorsement.
- Preferred at hire, must be able to obtain as soon as practicable: NIMS ICS 300 and 400, OHA Water Treatment I Certification, First Aid & CPR Certification, ODOT Flagger Certification.