

## POSITION DESCRIPTION

|                                   |   |
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| <b><u>Title:</u></b>              | Water Department Tech 1   |
| <b><u>Pay Classification:</u></b> | Utility Worker I  |
| <b><u>Department:</u></b>         | Public Works Department   |
| <b><u>Supervision:</u></b>        | Works under direct supervision of Water Department Foreman and or Public Works Director |

**Work Schedule:** Works five (5) days a week, eight (8) hour shift; with two (2) fifteen (15) minute paid breaks; thirty (30) minute unpaid lunch; infrequent overtime and/or call-outs as needed. This position may require the employee to work occasional overtime, weekends or holidays.

**Position Summary:** Performs tasks necessary to the operation and maintenance of the City's water distribution, storage and treatment facilities including but not limited to surface water intakes, water treatment plant, transmission facilities, pumping stations, reservoirs/storage and distribution/treatment system water quality sampling/monitoring.

Occasionally performs tasks necessary to the routine service of vehicles and equipment, and some metal work.

**Duties, Responsibilities, Essential Functions – The following is a general list of duties that the employee will be performing. There may be other duties not in this list the employee may also be required to perform:**

- **Distribution/Transmission Mains** – All aspects of water main work including but not limited to the installation, maintenance and repair of water mains, valves, hydrants, fittings, air-vacs and other apertures. Also included is the maintenance and repair of tanks, intake structures headworks facilities, pump stations; including pumps, motors, building and premises; and flushing/monitoring the distribution system.
- **Service Lines** – All aspects of service line work including but not limited to service line installation, repair or replacement; meter installation/removal, volume/pressure testing, and locating and repair of service line leaks.
- **Service Work** – All aspects of service work including but not limited to water meter replacement, repair/testing including field testing, meter reading, locating and marking water main and service line utilities, water service turn on/off including delinquent account shut-offs and investigating customer complaints.
- **Water Treatment** – All aspects of water treatment including but not limited to treatment plant operation, sampling and testing. Also daily inspection, sampling, and testing at various sites of the distribution system including monthly biological sampling as well as other periodic sampling throughout the year.
- **Miscellaneous** – Including but limited to mowing, brush cutting, backflow inspection, testing, and repair; vehicle, equipment and shop cleanup; schools and seminar attendance and office work such as paper work and data entry. Occasional help in other departments may also be performed.

**Tool, Equipment, Machinery Used:** Backhoe, front end loader, dump truck, valve exerciser, power vane, tapping machines, compressors, jackhammer, abrasion saw, pipe dies, pipe wrenches and vices, ladders, chainsaws, weed eaters, shovel and broom, hoses/fittings, test equipment, drill press, drill and tapping tools, and various hand tools which include power and specialized tools. Other equipment and tools as required.

**Personal Protective Equipment:** Eye and hearing protection, hard hat, reflector vest, gloves, rain gear, and rubber boots.

**Vehicles Operated:** City pick-up, dump truck, front end loader, incline vactore, and backhoe. (Must be able to operate manual and automatic transmission.)

**Environmental Factors:** 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 job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes in airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**Experience, Education and Training Required:** Must have a high school diploma or equivalent. Must hold a valid and current Oregon drivers license and meet acceptable driving record per insurance record. Candidate must have a minimum of two (2) years experience in the installation of underground utilities. Also, candidate must have experience in the operation and maintenance of various equipment such as backhoe, front end loader, and dump truck.

This position calls for initiative, ingenuity, judgment, resourcefulness, and analytical requirements in carrying out the responsibilities of this job. Must be a self-starter, motivated and be able to do tasks with little supervision. Must have some computer skills and be able to read and write, keep records and fill out and complete necessary reports. Employee must be able to maintain a positive cooperative team oriented working relationship with fellow employees on a consistent basis. A public service oriented attitude is needed, must always be pleasant and courteous to the public.

Attending continuing education classes to upgrade skills improve safety and performance, and pass certification exams will be required. A Water Treatment Certificate 1 must be obtained within 18 months of employment. Employee is encouraged to continue upgrading their OSHD certification.

Good working knowledge of basic mechanics skills including drill press and drill and tap knowledge, as well as basic welding and machine shop skills. Candidate must be able to pass a drug screen and medical exam that assures ability to perform the essential functions of the job.

**Performance Standards:**

Maintains high level of cleanliness in all assigned areas.  
Meets or exceeds City standard for quality of completed tasks.  
Adheres to and follows all Public Works safety procedures.  
Operates City vehicles according to City standards.  
Adheres to and follows all City policies and procedures.

The successful candidate will demonstrate analytical skills in the city's water treatment plant laboratory and the ability to execute independent process control from the analysis. Proficiency with standard laboratory equipment in electro-chemical analysis, titration and colorimetric skills are required.

The successful candidate will bring computer skills with Microsoft office suite, primarily "Word" and "Excel" spreadsheet data entry, manipulation and document generation.

The candidate must demonstrate proficiency in the operation of "Caterpillar" "Joy Stick" controls with the city backhoe. The candidate will have experience operating this equipment digging trench for pipeline installation and excavating for emergency repairs.

The candidate must have experience with Type 'K' copper tubing ½ inch rigid 2 inch size. PEX pipe and fittings. All sizes and fittings commonly used with ductile iron and cast iron water pipe.

**Physical Demand Information:** The physical demands described 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear.

Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The following physical demands were measured for specific job tasks.

| <u>Job Task</u>    | <u>Posture/Physical Demand</u> | <u>Amount/Force</u> | <u>Frequency</u> |
|--------------------|--------------------------------|---------------------|------------------|
| Sweeping           | Upper body push/pull           | 6-10#               | Occas.-Freq.     |
| Sitting            |                                |                     | Cont.-Freq.      |
| Standing           |                                |                     | Cont.-Freq.      |
| Walking            |                                |                     | Cont.-Freq.      |
| Changing Positions |                                |                     | Freq.-Occas.     |
| Lifting & Moving   |                                | 25#                 | Freq.            |
| Lifting & Moving   |                                | 100#                | Occas.           |
| Pushing/Pulling    |                                |                     | Freq.-Occas.     |
| Reaching/Handling  |                                |                     | Cont.            |
| Bending/Squatting  |                                |                     | Cont.-Freq.      |
| Twisting           |                                |                     | Occas.-Freq.     |
| Climbing/Balance   |                                |                     | Occas.-Freq.     |
| Crawling           |                                |                     | Occas.-Freq.     |
| Stoop/Kneel        |                                |                     | Occas.-Freq.     |

The statements contained herein reflect typical details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Individuals must be able to perform the essential functions of the job in all areas of the city, and outside the city in an emergency, in the absence of a supervisor and without assistance, or until assistance is able to respond to the location.

Salary: This position is a regular full-time position (Range 37) @ \$3,365 per month + fringe benefits. Submit an application and letter of interest no later than **Friday, July 21, 2017, 5:00 pm**, to Human Resource Department, City of Seaside, 989 Broadway, Seaside, Oregon 97138.  
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