



City of Klamath Falls

Position Description

Position: Water Distribution Operator IV	Group: AFSCME
Department/Div.: Public Works/Water	FLSA: Non-Exempt/Represented
Evaluated by: Water Distribution Supervisor	Salary Grade: 119

Summary

An employee in this expert level position works as part of a work crew and is expected to perform duties based on instructions or specific objectives received from Water Division staff. This is the fourth position in the career path of the Water Distribution Operator series. Learns and performs a gradually increasing percentage of Water Distribution tasks and work. Employees of this classification shall have demonstrated an ability to perform independently with minimum instruction in the varied functions to which assigned. Assists certified Water Distribution Operators and other Division staff. This position entails some shift work, weekend, or holidays and assigned.

Distinguishing Career Features

The Water Distribution Operator IV displays a continued eagerness to learn how to operate and maintain water distribution equipment and systems. This is a non-supervisory position.

Essential Duties and Responsibilities

- Trains less experienced distribution operators and operators-in-training.
- Collects and records data for monthly samples as required by OHA.
- Works with lab to ensure sampling schedule is in compliance with OHA.
- Responsible for the ordering and receiving of chemical shipments, participates in the unloading process, and inspects shipments received for standards compliance.
- Conducts weekly/monthly visits to all operations facilities for inspections, including but not limited to wells, booster stations, pressure reducing valves (PRV) and reservoirs to ensure proper operation of facilities.
- Participates in tours of facilities to the public, employees, outside water agencies, elected officials, regulatory agencies, contractors, and others as assigned.
- Understands and utilizes computer-aided equipment and software associated with Water distribution systems.
- Guides and performs installation of water and geothermal mainline pipe, water and geothermal mainline valves and fire hydrants, water and geothermal services.

- Guides and performs repairing and replacing of water and geothermal meters, valves, hydrants, and meter settings.
- Assists Meter Services staff from Utility Billing Division as assigned.
- Operates and maintains utility-related machinery and equipment as assigned.
- Operates a variety of vehicles and light to heavy equipment.
- Working as part of a work crew, completes leak repairs in the water and geothermal distribution system.
- Independently checks pumps, reservoirs, pressures, and chlorination equipment for proper operating conditions as assigned.
- Independently collects and records readings from pump station flow meters, pressure gauges, disinfectant residual levels, and other data and information related to water utility operations.
- Follows written procedures and protocol to evaluate and distinguish normal and abnormal conditions within the water and geothermal systems.
- Performs a variety of routine and custodial tasks.
- Carries afterhours on call phone as part of a rotation.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires knowledge of modern water distribution principles, operating practices, and related equipment to include Oregon Health Authority (OHA) regulations as pertaining to the operations and maintenance of a water distribution system. The position requires in-depth technical knowledge of the processes, techniques, and all applicable safety practices, tools, and materials used in water distribution equivalent to that required for a Water Distribution Operator IV certification. Requires in-depth knowledge of process control equipment and process troubleshooting techniques. Requires in-depth knowledge of the processes and chemicals used in testing and treating water. Requires a working knowledge of the operating characteristics of pumps and pumping equipment, water distribution equipment, sampling and testing procedures, and computer-aided operations support hardware and software. Requires a working knowledge of chemistry, the properties of water, and the use of re-agents to change constituency of water. Requires a working knowledge of water flow and water quality principles, practices, and regulations. Requires knowledge of and skill at using computer applications for administrative and technical purposes. Requires sufficient skill in speaking and writing in the English language and skill in preparing detailed technical documentation of activity. Requires sufficient math skill to perform complex math computations. Requires sufficient human relations skill to convey technical concepts to others including internal and external customers.

- **Abilities**

Requires the ability to independently carry out, train and guide less experienced distribution operators and operators-in-training in the essential functions of the position.

Requires the ability to independently carry out, train and guide less experienced distribution operators and operators-in-training in maintaining all operational processes and procedures connected with water distribution. Requires the ability to independently carry out, train and guide less experienced distribution operators and operators-in-training in utilization of computer-aided hardware and software, and use of tools, power equipment, and specialized process related equipment. Requires ability to guide and train less experienced distribution operators and operators-in-training in all associated distribution operator duties.

- **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move, push, pull, guide) light to medium weights of up to 50 pounds on an intermittent basis and push, pull, or guide up to 100 pounds on an infrequent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires the ability to work on varying work shifts and in disagreeable work conditions that have septic and chemical exposure risks.

- **Education and Experience**

The position requires a current Oregon Health Authority (OHA) qualifications for a State of Oregon Water Distribution Operator Grade Level III Certification.

- **Licenses and Certificates**

State of Oregon Water Distribution Operator Grade Level IV Certification. Must be able to demonstrate through application all knowledge required to achieve and maintain the Water Distribution Operator Grade IV Certification, as outlined by the State of Oregon Administrative Rules, Oregon Health Authority (OHA). Must possess and maintain a valid Oregon driver's license at time of appointment and must obtain a Commercial Driver's License, Class B, with airbrake and tanker endorsements within six (6) months of hire date. Confined Space Entry and Traffic Control Flagger certifications.

- **Working Conditions**

Work is regularly performed outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, and exposure to wet and/or humid conditions and temperature, odor, and noise extremes.

- **Pre-Employment**

Job offers for this position are contingent upon the individual passing a pre-employment drug screen and fit-for-duty medical exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.