



City of Klamath Falls

Position Description

Position: Water Distribution Operator Associate	Group: AFSCME
Department/Div.: Public Works/Water	FLSA: Non-Exempt/Represented
Evaluated by: Water Distribution Supervisor	Salary Grade: 108

Summary

An employee in this entry-level position works as part of a work crew under direct supervision and is expected to perform duties based on instructions or specific objectives received from Water Division staff. This is the first in the career path of the Water Distribution series. Learns and performs a gradually increasing percentage of Water Distribution tasks and work. Assists certified Water Distribution Operators and other Division staff.

Distinguishing Career Features

The Water Distribution Operator Associate displays an eagerness to learn how to operate and maintain the various functions of the Water and Geothermal distribution systems allied facilities. This is a non-supervisory position. Advancement from this position to Water Distribution Operator I requires an Oregon Health Authority (OHA) qualification to obtain and maintain State of Oregon Water Distribution Operator Grade Level I Certification.

Essential Duties and Responsibilities

As an entry level, non-certified position, all duties listed below must be closely monitored by a City employee who has a current Oregon Health Authority (OHA) State of Oregon Water Distribution certification.

- Learns computer-aided equipment and software associated with Water distribution systems.
- Assists in the installation of water and geothermal mainline pipe, installing water and geothermal mainline valves and fire hydrants, installing water and geothermal services, repairing and replacing 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.
- Routinely 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.
- Assists in checking pumps, reservoirs, pressures, and chlorination equipment for proper operating conditions as assigned.

- Assists in the collection and recording of readings from pump station flow meters, pressure gauges, disinfectant residual levels, and other data and information related to water utility operations.
- Learns how to follow 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 entry-level knowledge and a willingness to learn Water Distribution operations. Requires sufficient language and writing skills to prepare detailed technical documentation of activity. Requires sufficient math skills to record data, perform math and statistical computations. Requires sufficient human relations skill to convey technical concepts to others and conduct orientations and in-service training of peers.

- **Abilities**

Requires the ability to carry out the essential functions of the position with general supervision. Requires the ability to use tools, power equipment, and specialized process-related equipment. Requires the ability to employ safe work habits. Requires the ability to work varying shifts.

- **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 High School diploma or General Equivalency Degree (GED). Prefer one to two (1-2) years of work experience relevant to the position.

- **Licenses and Certificates**

- Must be able to demonstrate through application all knowledge required to achieve and maintain the Water Distribution Operator Grade I Certification, as outlined by the State of Oregon Administrative Rules, Oregon Health Authority (OHA). In order to retain employment with the City, it is a mandatory requirement that an employee in this position pass the Water Distribution Operator Grade I Examination with a passing grade of 70% within twenty-four (24) months of hire date.
- 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.