

CITY OF UNALASKA

Position Description

Job Class: <b>Non-Exempt</b>	Job Title: <b>Water Operator In Training</b>
Supervisor: <b>W/WW Supervisor</b>	Department: <b>Utilities</b>
Wage Grade:	Full Time/Part Time: <b>Full Time</b>
Probation: <b>6 Months</b>	Union: <b>IUOE Local 302</b>
DEPARTMENT REVIEW	
Submitted By: <i>Clint Heuling</i>	Date: <i>11/13/04</i>
Reviewed By: <i>Richard S. Seck</i>	Date: <i>11/15/04</i>
HR Approval: <i>Kim Hughes</i>	Date: <i>11.17.04</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

**Formal application, rating of education and experience; oral interview and reference/background check; job related tests may be required.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

When was the last time this position description was updated? Date: **11-2004**

What is the overall purpose and objective of this position (why does this position exist)? **Performs a variety of unskilled work in the construction, operation, repair, maintenance, and replacement of City water distribution and treatment systems.**

DPU Water OIT JD

11/8/2004

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Explain the level of supervision received: **This position receives direct supervision from the Water Wastewater Supervisor.**

Explain the level of supervision exercised: **None**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Participates in the installation, maintenance, operation, and repair of distribution, treatment and electrical systems.**
2. **Assists with inspecting, servicing, preventative maintenance, and adjusting equipment to ensure effective operation of motors, pumps, boilers, filters, blowers, chemical systems and other equipment used in water treatment plants.**
3. **Assists in the operation of valves and gates; starts and stops pumps, engines and generators; and operates other process equipment to control flow and treatment processes as may be required.**
4. **Assists with monitoring gauges, meters, and control devices, interpreting and recording readings.**
5. **Assists with maintaining records, diagnosing equipment and operations malfunctions, requisitioning supplies, and reporting malfunctions to obtain corrective action.**
6. **Assist with locates.**
7. **Observes variations in operating conditions and test results to determine processing requirements.**
8. **Becomes familiar with applicable rules, regulations, and monitoring and reporting requirements.**
9. **Collects samples and performs standard water treatment tests or analysis as necessary, and assists with corrective measures to treatment processes.**
10. **Maintains good communication with the public and co-workers.**

11. **Other related duties as assigned.**

Does this position have access to confidential information? **No.**

Does this position have access to or handle City funds? **Yes, has limited access to City funds through the use of LPO's and MRO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? **Yes, must be able to communicate verbally in group meetings or one on one.**

What are the minimum qualifications necessary for this position?  
Education and Experience:

- **High school graduation or equivalent.**
- **Valid Alaska Driver's License.**
- **Must acquire certifications at the OIT level in both Water Treatment and Distribution within six (6) months of hire.**
- **Other equivalent combination of education and experience that would provide the knowledge, skills, abilities and certification required will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **Current certifications at the OIT level in both Water Treatment and Distribution.**
- **More than three months of experience relating to the operation, construction, repair and/or maintenance of water distribution or treatment systems, including the operation of related maintenance equipment.**

List the knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Ability to learn water pipe installation, connection and repair.**
- **Ability to learn water system operation and maintenance.**
- **Ability to obtain knowledge of City of Unalaska rules, regulations and policies regarding water system operations.**
- **Ability to operate some water system equipment and conduct some routine tests of samples.**

- Ability to make accurate readings and keep operational records.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- Knowledge of machinery, equipment, and of the occupational hazards and safety precautions applicable to the work.
- Hand and power tools, mechanical and related tools, and detection devices.
- Working knowledge of computers in a Windows environment.
- Ability to operate a motor vehicle.
- Ability to operate a mobile radio, phone, copy and fax machine.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input type="radio"/>	Bilingual	<input type="radio"/>
Analytical Ability	<input type="radio"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position, which make these factors important:  
**Discussing jobs with coworkers. Working with and learning from coworkers.**  
**Working with and maintaining control equipment.**

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? **Valid Alaska Driver's License Class. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice. Must acquire certifications at the OIT level in both Water Treatment and Water Distribution within six (6) months of hire.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? **Valid Alaska Driver's License. Must acquire certifications at the OIT level in both Water Treatment and Water Distribution within six (6) months of hire. Will be required to successfully participate in various work related training. All required certifications and licenses must remain current for the duration of employment.**

## WORKING CONDITIONS

Are there particular working conditions associated with this position, which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? **Yes. Occasional emergency or non-traditional work hours may be necessary. Frequently exposed to inclement weather. May be exposed to potentially dangerous areas or situations.**

### ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities, which require physical demands checked.

1. Strength			
a. Standing		<b>50%</b> of time	Checking O&M Equipment
Walking		<b>45%</b> of time	Inspections and Job follow-up
Sitting		<b>5%</b> of time	Office Work
b. Lifting	x	<b>125 lbs.</b>	Moving pumps, tools and equipment
Carrying	x	<b>125 lbs.</b>	Moving pumps, tools and equipment
Pushing	x	<b>250 lbs.</b>	Moving pumps, tools and equipment
Pulling	x	<b>250 lbs.</b>	Moving pumps, tools and equipment
2. Climbing	x		O&M of equipment
Balancing	x		O&M of equipment
3. Reaching	x		O&M of equipment
Handling	x		O&M of equipment
4. Stooping	x		O&M of equipment
Kneeling	x		O&M of equipment
Crouching	x		O&M of equipment
Crawling	x		O&M of equipment
5. Speaking	x		Radio communication
Hearing	x		Change in operation status, alarms
6. Seeing	x		Driving, O&M of equipment
Depth Perception	x		Working around moving equipment and in confined spaces

Color Vision	x	Warning lights on panel
7. Smell	x	Warning of potentially deadly gas, Process control

### HISTORY SUMMARY

11-2004      Changed title from "Water/Wastewater Operator in Training" to "Water Operator in Training" Included probationary period on page 1. Removed percentages from job duties. Included current drug testing language and certifications and licenses must remain current for duration of employment. Removed 24 hour on call language and put in current non-traditional work hour language. Added "notice" language. Other minor formatting and language changes.