



City of Everett

ANNOUNCES AN EXAMINATION / EMPLOYMENT OPPORTUNITY

WATER TREATMENT PLANT OPERATOR III \$5628 - \$6843/month (plus benefits)

The City of Everett is accepting applications on an open/competitive basis for the civil service examination for **WATER TREATMENT PLANT OPERATOR III**. All vacancies in this job class will be filled from the ranked Civil Service register established from the examination process until the register expires in 12 months or is depleted. Hiring offers are contingent upon successful completion of a City-paid medical evaluation and drug screen. Extensive background checks will be conducted. Union membership is required within 30 days of hire. New hires begin employment at the first step of the salary range.

JOB DESCRIPTION:

The Water Treatment Plant Operator III has responsible charge of operating and maintaining the Everett Water Filtration Plant and related facilities. The work and duties of those in this classification ensure that the plant processes meet all regulatory requirements on a continual basis, and that established policies and procedures for plant operation are followed. Work in this class involves acting as the lead shift operator in the continuous operation of Everett's Water Filtration Plant (WTP) and related facilities, including the adjustment, repair, and maintenance of equipment. The work also involves the supervision and training of Water Treatment Plant Operators in lower levels. Employees in this class may act as the senior water treatment plant operator in his/her absence and at the direction of the chief operator, and they will receive specialized assignments. The work is performed during an assigned shift under the general supervision of the senior or chief water treatment plant operator. Work performance is generally evaluated on the basis of proper operation of the plant, inspections, reports, compliance with established operating and maintenance practices and procedures, adherence to safety standards, and other established performance criteria.

This is the third level in the Plant Operator series. Employees of this class are responsible for the execution of standing operating orders, emergency actions, supervision of lower level employees assigned to the shift, and the maintenance of the shift logs in order to monitor water quality standards.

ILLUSTRATIVE EXAMPLES OF WORK

The following illustrative examples of work may apply:

- Employees in this class perform essentially the same functions as the Water Treatment Plant Operators I and II, but are expected to perform with a higher level of awareness, judgment, and proficiency, and must have the experience, training, and competence to troubleshoot problems and perform most emergency repairs. The Water Treatment Operator III also performs the following additional work:
- Address a variety of personnel needs and issues, including work flow, documentation of leave usage, adherence to payroll reporting standards, and monitoring overtime.
- Operate a variety of equipment, machinery, and control systems including chemical feed and mixing equipment, automated sampling devices, large manually or electrically operated valves and slide gates, pumping devices, blowers, compressors, hoists, generators, and pneumatic devices.
- Assist in the maintenance and preparation of a variety of written procedures, records, reports, and logs required by management and regulatory agencies.
- Apply the practices, procedures, techniques, regulations and laws relating to water treatment.
- Monitor treatment processes, observe variations in operating conditions and interpret meter and gauge readings and test results. Report unusual conditions to the Day Operator, Senior Operator, or Process Analyst.
- Use hand and power tools to make limited repair and adjustments to equipment.
- Initiate purchase requisitions for materials and supplies. May act as a liaison when assistance is required from other City work groups.
- May act as lead contact person for special projects and ongoing activities such as safety, training, treatment studies, tours, and public education.
- Supervise, coordinate, and participate in the training of employees and ensure adherence to proper work methods, policies, and safety precautions.
- Perform routine chemical, biological, and bacteriological analyses without supervision, and ensure that laboratory quality control protocol is maintained.
- Operate the Supervisory Control and Data Acquisition (SCADA) system in order to execute programmed operational aides for the treatment plant processes.
- Maintain an employee-hour reporting document for his/her shift.
- Safely load and unload materials and equipment including the transfer and storage of hazardous materials.
- Learn and apply safety practices and procedures related to water treatment.
- Responsible for workplace safety when in charge of a field crew or assigned shift.
- Participate in emergency responses.
- Perform regular preventative and predictive maintenance tasks on various types of machinery.
- Safely board and operate watercraft
- Perform other related duties as required.

QUALIFICATIONS:

The following knowledge, skills, and abilities are considered to be critical to successful performance in this position:

Considerable Knowledge of:

- Pumps, electric motors, piping, control systems and other equipment common to water treatment facilities.
- Modern water treatment practices, hydraulic principles, water quality regulations and routine and investigative water quality analysis.
- Occupational hazards and necessary safety precautions applicable to maintenance and operations work, including proper confined space entry techniques and all applicable safety regulations.
- Methods and precautions in storing and handling of chemicals used in water treatment, such as dry and liquid polymers, alum, sodium hypo chlorite, and liquid hydrofluorosilic acid.
- Established water quality sampling methods and requirements for process control and regulatory compliance, including sample handling, preservation, and chain-of-custody procedures.

Skill and Ability to:

- Operate all water treatment equipment and make calculations for operating adjustments.
- Exercise sound judgment under stress and solve problems in a logical and objective manner.
- Recognize abnormal conditions and trends in the filter plant's treatment processes, and provide proper responses to such conditions and trends.
- Maintain a safe and clean work area; clean and maintain a variety of hand and power tools and equipment used in the performance of duties.
- Read, understand, and follow technical manuals, blueprints, drawings, and related materials.
- Apply interpersonal skills using tact, patience, courtesy, and good judgment.
- Plan and supervise the work of subordinate employees.
- Train, supervise, and evaluate personnel; plan, organize, and guide the work activities of others.
- Assist in the training of subordinate operators in maintenance and operations procedures.
- Understand effective personnel supervision and management practices.
- Proactively address potential employee issues.
- Maintain accurate operating logs and records.
- Analyze and act on a variety of data and instrument readings with a high degree of understanding.
- Effectively operate computers and utilize software to accomplish the necessary input and output of information used to monitor equipment, record test data, and accomplish reports.
- Receive citizen phone calls in a pleasant manner and perform emergency dispatching for other City departments after hours and on weekends.
- Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.

- Communicate information, instructions, and/or assignments effectively either orally and in writing, and perform delegated specialized work assignments without close supervision.
- Relate to others in a courteous and respectful manner.
- Maintain a work environment free of discrimination, harassment, and retaliation.
- Work safely and in compliance with federal and state laws and regulations, and with City laws, policies, and standards.
- Support diversity and multicultural understanding in the workplace.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a high school graduate or equivalent, and a minimum of two (2) years of college-level coursework or equivalent technical training in chemistry, biology, engineering, environmental science, or related field. Relevant work experience may substitute for the college-level education requirements. A Bachelor of Science degree in chemistry, biology, engineering, environmental science, or related field is highly desirable.
- Possession of a valid driver license at the date of hire, and the ability to obtain and maintain a valid Washington State Driver License within 30 days of the date of hire.
- Within the past six (6) years: must have five (5) years of progressively responsible experience as an operator of a potable water filtration plant, with three (3) or more of those years as a state-certified Water Treatment Plant Operator II; **OR**, three (3) years minimum of experience as an Operator I or II at Everett's Water Filtration Plant.

SPECIAL LICENSING AND CERTIFICATION REQUIREMENTS

- Must possess a valid Washington State Department of Health Level III Water Treatment Plant Operator Certificate **OR**
- Must possess a valid Water Treatment Plant Operator Certificate recognized as an equivalent to the Washington State Level III Water Treatment Plant Operator Certificate by the Association of Boards of Certification AND obtain a Washington State Level III Water Treatment Plant Operator Certificate within six (6) months of hire.
- Obtain within six (6) months of hire and maintain a forklift operator certification in accordance with Washington Division of Occupational Safety & Health (DOSH) rules.

PHYSICAL DEMANDS/WORKING CONDITIONS

- Must be physically capable of sustained lifting, bending, climbing, standing, walking, occasionally lifting up to 50 pounds, and working in prevailing weather conditions.
- Work safely in potentially hazardous areas and/or unpleasant environments.
- Must be able and willing to work shifts including nights, weekends, and holidays, and to respond to off-hour call outs.

EXAMINATION AND REGISTER ESTABLISHMENT

All interested applicants are required to submit **1)** the standard City of Everett employment application **and 2)** responses to the supplemental application questions. A limited number of applicants with the highest passing grades on the supplemental questionnaire (weighted 20%) will be invited to an oral panel evaluation (weighted 80%). A passing grade of 70.00 or higher is required on all parts of the screening process for placement on the ranked Civil Service eligible register. The examination is designed to sample and measure the requisite knowledge, skills, and abilities.

PROCEDURES/DEADLINE

Application materials may be accessed via <http://www.everettwa.gov/careers>. **Completed applications must be submitted through the City's online application system by 5:00 p.m. on May 19, 2017 to be considered.** LATE, INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

> Tentative Oral Interview / Evaluation Date: June 13, 2017 <

**Filing Opens: April 27, 2017
Open/Competitive**

**Filing Closes: May 19, 2017
#A17021**

Applicants claiming veterans' preference points in accordance with RCW 41.04.010 as amended and meeting eligibility criteria must submit form DD214 on or before the date filing closes. Eligibility criteria posted on Human Resources bulletin board.