

PERSONNEL COMMITTEE

11-0268R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF WATER PLANT OPERATOR D.

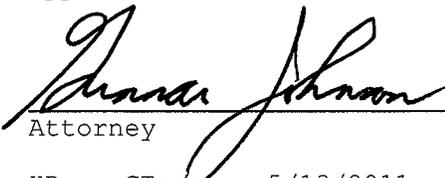
CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of water plant operator D, which were approved by the civil service board on May 3, 2011, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 24.

Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer/  
Department Director

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

HR CT:ac 5/13/2011

STATEMENT OF PURPOSE: This classification is part of a series consisting of water plant operator D, C, B, and A. Water plant operator D was revised to make a true entry-level position which can promote into the higher titles in the series. There is no change in the rate of pay, which is Range 24, \$2,930 to \$3,438 per month.

## WATER PLANT OPERATOR "D"

**PURPOSE:** Under supervision, maintain a safe, reliable, and cost-efficient supply of potable water.

### **FUNCTIONAL AREAS:**

Under supervision, maintain a safe, reliable, and cost-efficient supply of potable water.

- \* A. Complete regular rounds of all Water Division facilities to ensure proper operating conditions.
- \* B. Control the volume and pressure of raw, intermediate, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
- \* C. Adjust feed rates of various chemicals as necessary to maintain prescribed dosage rates and meet all applicable standards for potable water treatment.
- \* D. Ensure all phases of the water treatment process are in accordance with applicable standards.
- \* E. Maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
- \* F. Predict demand for finished, potable water in all water systems served by the City of Duluth.
- \* G. Maintain a sufficient volume and pressure of finished, potable water delivered to all the water systems served by the City of Duluth sufficient to meet their demands.
- \* H. Troubleshoot and correct abnormal operating conditions.
- \* I. Operate and maintain all equipment used in the treatment and supply of water by the City of Duluth.
- \* J. Report transmission or distribution losses to the proper individuals or agencies for correction.
- \* K. Collaborate with other individuals, within and without the City, in order to conduct regular and emergency operations efficiently.
- \* L. Communicate with others, orally and in writing, within and without the City, in a respectful, appropriate manner.
- M. Mow lawns, clear snow, and keep grounds in order.

### **JOB REQUIREMENTS**

#### **Experience Requirements**

- ◆ ~~One year experience operating a potable water treatment plant.~~

#### **Education Requirements**

A two year degree in Water Environment Technologies is preferred.

#### **License Requirements**

- ◆ A. Must possess and maintain a Minnesota Class D Water Supply System Operator's Certificate.
- B. Must possess and maintain a valid driver's license.
- C. Must acquire within ~~6 months~~ one year of appointment and maintain a Minnesota Second Class "C" boiler operator's license.

#### **Knowledge Requirements**

- ◆ A. Knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.
- ◆ B. Knowledge of mechanical systems and plumbing.
- ◆ C. Knowledge of chemistry.
- ◆ D. Basic knowledge of mathematics.
- ◆ E. Basic knowledge of electronics.
- ◆ F. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
- ◆ G. Knowledge of microcomputer operation.

Skill Requirements

- ◆ A. Skill in troubleshooting, maintaining, and repairing mechanical plumbing, electrical and electronic systems.
- ◆ B. Skill in accurately measuring and recording data using various means, including electronic and computers.

Ability Requirements

- ◆ A. Ability to operate an overhead crane.
- ◆ B. Ability to read information from and enter information into computers.
- ◆ C. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- ◆ D. Ability to work shifts and overtime and be available for on-call duty as needed.
- ◆ E. Ability to think and act with good judgment during emergency situations, such as unexpected events, power outages, and sudden mechanical failures.

Physical Requirements

- ◆ A. Ability to transport oneself and the tools and materials used in the job to various locations within and without pump stations, the water treatment plant, and the City of Duluth.
- ◆ B. Ability to lift and carry up to 100 pounds occasionally with assistance and 50 pounds frequently. Representative tasks include unloading and transporting bagged chemicals and carrying replacement parts and repair tools.
- ◆ C. Ability to walk, crawl, push, pull, balance, climb using ladders and stairs, to make routine rounds, unload and transport chemicals, and maintain equipment located at some height above the ground.
- ◆ D. Ability to stoop, bend, reach handle, finger, and feel while maintaining equipment.
- ◆ E. Ability to talk, hear, taste, and feel, while communicating and diagnosing equipment malfunction.
- ◆ F. Ability to see at near, mid, and far ranges and to perceive depth and distinguish colors. Representative tasks include driving, and making rounds to detect incorrect plant operation.

- \* Essential functions of the classification.
- ◆ Minimum requirements necessary on the first day of employment.

Anlst: CT	Class: 4425	Union: Basic	Pay: 24	CSB: 20110503
CC:	Res: 10-0392R	EEOC: Technician	EEOF: Utilities/Transp.	WC: