



## ***JOB DESCRIPTION***

## ***CITY OF SILVERTON, OREGON***

*This description, overview, and expectations do not constitute an employment agreement with the City of Silverton and are subject to change by the City as the needs of the City change.*

**POSITION TITLE:** Sewer/Water Operator I  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** CBA  
**REPRESENTATION:** Public Works Association/Laborer's Local 483

**GENERAL POSITION SUMMARY:** Under supervision, this entry level position assists in performing operation and maintenance duties as outlined by established policies and procedures, or performs tasks as requested. Operator participates in all aspects of facility operation, as it applies to municipal wastewater treatment, water treatment, and swimming pool water quality.

### **ESSENTIAL JOB FUNCTIONS:**

Participate in routine preventative maintenance and corrective maintenance in the physical treatment plants, buildings, and grounds. Use appropriate tools and operate high pressure hoses, forklifts, tractor mowers, vehicles, and hoists.

Operate wastewater, water, and swimming pool equipment to maintain compliance with State and Federal water quality requirements. Monitor process control parameters and make recommendations for equipment/chemical adjustments.

Conduct scheduled activities associated with monitoring inflow and infiltration in the municipal wastewater collection system.

Perform sampling and laboratory testing of water quality in accordance with established quality assurance guidelines. Conduct laboratory testing and record data for reporting to DEQ, State Health Division and County Health Division.

Responds to system maintenance and/or emergency service calls outside of scheduled work hours while carrying a pager and working weekends on a rotational basis. In an emergency event or an officially declared State of Emergency, respond as directed to ensure the restoration of essential public services, facilities, and infrastructure.

### **NON-ESSENTIAL FUNCTIONS:**

Attend technical training and safety training as assigned. Enhance skills and abilities to contribute towards improved operating procedures and treatment processes.

Participate in facility safety inspections, follow established safety rules, and attend scheduled safety meetings. Make cost effective use of City resources.

Inform and advise the Public Works Director, Water Quality Supervisor, and other operators on facility operation matters. Discuss water quality concerns with the public and participate

in the City's customer service program.

Support a positive work environment. Treat other employees with respect. Work to resolve issues of conflicting personalities and needs.

**JOB SPECIFICATIONS:**

- High school diploma or GED equivalent, and
- Any equivalent combination of education and experience.
- Valid Oregon Driver's License or ability to obtain one within six (6) months of hire.
- Valid Oregon CDL driver's license or ability to obtain within eighteen (18) months of date of hire.

**DESIRED QUALIFICATIONS:**

- Internship or previous work experience in the water environment field desired
- Associate of Science degree in Water/Wastewater Treatment Technology
- Oregon Wastewater Treatment System Operator Grade I, and Oregon HD Water Treatment Operator Grade I desired
- Some experience with wastewater and water treatment plant and public swimming pool operations

**SKILLS REQUIRED:**

Ability to apply theories of hydraulics and electricity to diagnose problems and make repairs.

Ability to use tools to complete carpentry, plumbing, and mechanical projects. Ability to record operations and laboratory data and interpret process control trends.

Ability to promote positive public relations and provide good customer service.

Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

Ability to operate personal computers and related software applications.

**PHYSICAL ACTIVITIES/REQUIREMENTS:**

May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals, heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infectious waste, and high voltage equipment requiring the use of safety devices and precautions.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.*

**Cory Misley**

City Manager

Adopted: July 2024