



OFFICE OF HUMAN RESOURCES
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JOB ANNOUNCEMENT TITLE: OPERATOR I-IV WATER TREATMENT FULL-TIME

OPENING DATE: June 17, 2021

CLOSING DATE: July 1, 2021

RECRUITMENT STATUS: In-house/Public

ANNOUNCEMENT #: POS-88-21

SALARY: Grade 4, \$16.7673 per hour

DEPARTMENT: Water Treatment

Grade 5, \$18.1108 per hour

Grade 6, \$19.5621 per hour

Grade 7, \$21.1121 per hour

STATUS: Full-time

FLSA STATUS: Non-Exempt

At the City of Frederick, we value diversity and the respect, engagement and productivity in an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

JOB SUMMARY:

The City of Frederick's Water Treatment Department is responsible for the treatment of the City's drinking water. Water is taken from the source, treated and pumped it into the water tanks and distribution system for use by customers. As a water treatment plant operator, the incumbent is required to perform routine and critical work in the operation and preventative maintenance of water treatment plant equipment and facilities. Under supervision, the water treatment plant operator collects and analyzes samples, operates and monitors equipment and monitors chemical treatment processes to ensure safe water quality.

Because the water treatment plants operate 24-hours a day, the incumbent must have the flexibility to work varying shifts which include night, weekend, and holiday work schedules. This individual may be required to perform tasks alone, work at any City water treatment facility, and must have the ability to work effectively with minimum supervision. The Operator I, II, III & IV position is an essential employee meaning you are required to report to work during weather events and/or emergencies when City offices are closed or operating under liberal leave policy.

OPERATOR I

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Checks and/or changes chlorine tanks/cylinders, lubricates and maintains pumps, motors and other plant equipment, etc: ensuring all equipment is operating properly and for its intended purpose. Brings mechanical defects beyond his/her capability to repair to the attention of the Superintendent and/or the Assistant Superintendent.
- Collects representative water samples to be used by other agencies for water analysis testing for regulatory compliance.
- Performs preventative maintenance on equipment.
- Answers telephone and/or communicate in person and via computer in a courteous and effective manner while providing information to vendors, other departments, and the general public.
- Performs other related work, as required.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school education, general education diploma (GED) or equivalent.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Ability to obtain and maintain during the length of employment a Temporary Certification for Water Treatment Class 4 (T-4) issued by the Maryland Board of Water Works and Waste Systems Operators within 30 days of hire.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Effective written and spoken (English) communication skills, including the ability to read and maintain clear concise records, and the ability to follow spoken and written instructions.
- Self-motivated, capable of taking initiative.
- Ability to work under stress from various changing water quality and plant performance conditions.
- Thorough knowledge of the principles and practices of operating the facilities and associated processes in accordance with state and federal water quality regulations.
- Knowledge of basic mathematics skills which include arithmetic functions, area calculations and estimation.
- Knowledge of basic computer software skills using Microsoft Word, Excel, Outlook.

OTHER DESIRABLES:

- Associate or higher degree in related field.
- Previous experience working at a Water Treatment Facility.
- Hazardous chemical response training.
- Process optimization experience, electrical and mechanical troubleshooting experience.

OPERATOR II

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under general supervision, performs essential operator duties and responsibilities.
- Performs all of the duties listed under Operator I.
- Assists the Operator I's in meeting their goals and objectives.
- Monitors control panels and the SCADA (Supervisory Control and Data Acquisition) system.
- Maintains a daily log of operations and record meter and gauge readings in written form and via computer.
- Collects water samples and conducts routine laboratory tests, which include but are not limited to: Chlorine residuals, pH and Turbidity.
- Performs other related work, as required.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school education, general education diploma (GED) or equivalent.
- One (1) year of related work experience.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Ability to obtain and maintain during the length of employment a Temporary Certification for Water Treatment Class 4 (T-4) issued by the Maryland Board of Water Works and Waste Systems Operators within 30 days of hire.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Effective written and spoken (English) communication skills, including the ability to read and maintain clear concise records, and the ability to follow spoken and written instructions.
- Self-motivated, capable of taking initiative. Ability to work under stress from various changing water quality and plant performance conditions.
- Thorough knowledge of the principles and practices of operating the facilities and associated processes in accordance with state and federal water quality regulations. Knowledge of basic mathematics skills which include arithmetic functions, area calculations and estimation.
- Knowledge of basic computer software skills using Microsoft Word, Excel, Outlook.

OTHER DESIRABLES:

- Associate or higher degree in related field.
- Previous experience working at a Water Treatment Facility.
- Hazardous chemical response training.
- Process optimization experience, electrical and mechanical troubleshooting experience.

OPERATOR III

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under general supervision, performs essential operator duties and responsibilities.
- Performs all of the duties listed under Operator I and II.
- Assists the Operator I and II's in meeting their goals and objectives.
- Produces potable water for The City of Frederick customers, in accordance with all state and federal regulations.
- Understands water treatment processes and complies with protocols, including regular walking inspections of the facility, regularly observes Supervisory Control and Data Acquisition (SCADA) and process control screens, and anticipates and plans for treatment and flow changes.
- Promptly and properly responds to all alarms and failures occurring at the facility.
- Monitors control panels, operates, back washes filters and adjusts plant production to maintain water levels in storage tanks.
- Conducts water analysis tests to ensure safety and water quality by collecting representative water samples and testing for contaminants and properties such as but are not limited to: turbidity, color, odor, chlorine levels, pH, alkalinity, hardness, etc.
- Performs other related work, as required.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability*

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school education, general education diploma (GED) or equivalent.
- Two (2) years of related work experience.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Ability to obtain and maintain during the length of employment a Temporary Certification for Water Treatment Class 4 (T-4) issued by the Maryland Board of Water Works and Waste Systems Operators within 30 days of hire.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Effective written and spoken (English) communication skills, including the ability to read and maintain clear concise records, and the ability to follow spoken and written instructions.
- Self-motivated, capable of taking initiative. Ability to work under stress from various changing water quality and plant performance conditions.
- Thorough knowledge of the principles and practices of operating the facilities and associated processes in accordance with state and federal water quality regulations. Knowledge of basic mathematics skills which include arithmetic functions, area calculations and estimation.
- Knowledge of basic computer software skills using Microsoft Word, Excel, Outlook.

OTHER DESIRABLES:

- Associate or higher degree in related field.
- Previous experience working at a Water Treatment Facility.
- Hazardous chemical response training.
- Process optimization experience, electrical and mechanical troubleshooting experience.

OPERATOR IV

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under general supervision, performs essential operator duties and responsibilities.
- Performs all of the duties listed under Operator I, II and III.
- Assists the Operator I, II and III's in meeting their goals and objectives.
- Maintains professional/technical proficiency in all areas of responsibility.
- Receives, instructs, trains and ensures compliance with the Safe Water Drinking Act (SWDA), City of Frederick, Department of Public Works and Water Treatment Plant policies, practices, operating theory and safety regulations.
- Upholds all of the requirements to maintain water treatment plant compliance (State of Maryland Maximum Contamination Levels (MCL) and The City of Frederick Maximum Permissible Level (MPL). Promptly notifies the Superintendent and/or Assistant Superintendent of potential compliance and safety issues.
- Observes variations in operating conditions and test results to determine optimum plant operations.
- Performs other related work, as required.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school education, general education diploma (GED) or equivalent.
- Three (3) years of related work experience at Class IV Water Treatment facility.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Class IV Water Treatment Operator Certification issued by Maryland Board of Water Works and Waste Systems Operators must be maintained during the length of employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Effective written and spoken (English) communication skills, including the ability to read and maintain clear concise records, and the ability to follow spoken and written instructions.
- Self-motivated, capable of taking initiative. Ability to work under stress from various changing water quality and plant performance conditions.
- Thorough knowledge of the principles and practices of operating the facilities and associated processes in accordance with state and federal water quality regulations. Knowledge of basic mathematics skills which include arithmetic functions, area calculations and estimation.
- Knowledge of basic computer software skills using Microsoft Word, Excel, Outlook.

OTHER DESIRABLES:

- Associate or higher degree in related field.
- Previous experience working at a Water Treatment Facility.
- Hazardous chemical response training.
- Process optimization experience, electrical and mechanical troubleshooting experience.

CONDITIONS OF EMPLOYMENT:

- In concert with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Title IV, Section 401-403), verification of employment eligibility and a criminal background check will be conducted.
- Pass the Maryland Class 4 Water Treatment Operator Certificate Exam within 3 years from the date of hire.
- Ability to regularly work beyond the scheduled work shift, including nights, weekends, and holidays, and to travel to various seminars or training classes as required to keep current in the water treatment profession and to maintain the required license and certifications.
- Maintain facial hair in compliance with Federal Regulations to be able to wear a Self-Contained Breathing Apparatus (SCBA) while performing chemical handling duties throughout employment.
- Successful completion of all required City of Frederick training and the annual respirator physical and SCBA fit test.
- The City has designated this position as safety sensitive and thus subject to random urine, drug, and/or breath alcohol testing.
- Required certifications (Maryland Water Sampler Certification and Maryland Class 4 Water Treatment Operator license) must be maintained during tenure of employment.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The primary functions require sufficient physical ability to work in a plant and field setting and operate assigned equipment. CONTINUOUSLY move about, balance, bend, stoop, kneel, crouch, lift objects weighing up to 10 lbs. from below waist level to above shoulder level and transport for distances up to 100 yards. Use fine finger dexterity to operate tools and controls, firm grasp to lift and carry objects. FREQUENTLY remain in a stationary position, stand, reach, twist at waist, upward and downward flexion of neck, side-to-side turning of neck. lift objects weighing 11-25 lbs. from below waist level to above shoulder level and transporting up to 100 yards; OCCASIONALLY climb, push/pull, lift objects weighing from 26-50 lbs. from below waist level to above shoulder level and transport for distances up to 10 yards; INFREQUENTLY crawl, lift objects weighing from 51-100 lbs. below and at waist level, with assistance, and transport for distances up to 10 feet with assistance and rolling cylinders/barrels weighing up to 450 pounds transporting for distances up to 10 yards. Specific vision abilities required by this job include seeing in the normal visual range (20/20 vision) with or without correction; vision sufficient to read computer screens, printed documents, meter-reading equipment, dials, and gauges and to operate vehicles and equipment; color perception test. Specific hearing abilities required by this job include hearing in the normal audio range (roughly 20 Hz - 20 kHz) with or without correction.

Other: Safety regulations prohibit incumbents from wearing contact lenses or from wearing beards or other facial hair that prevents a proper respirator fit. Incumbent must pass the annual respirator physical and fit testing.

WORK ENVIRONMENT/CONDITION: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may be exposed to the noise of plant machinery and other equipment; mechanical and electrical hazards of operating equipment; fumes and odors of chemicals and gases; toxic substances such as chemicals, cleaners, solvents, and gases; all types of weather and temperature conditions. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough, uneven terrain. The work environment is informal, team-oriented, having both routine and variable tasks with variable pace and pressure. Work is performed both indoors in plant area and outdoors in field and collateral facilities.

Equal Opportunity Employer