



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

OPENING DATE: October 27, 2022	CLOSING DATE: November 9, 2022
RECRUITMENT STATUS: In-house/Public	ANNOUNCEMENT #: POS-228-22
SALARY: Depends on Qualifications	DEPARTMENT: Water Treatment
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:

This skilled, technical position is responsible for the day-to-day operation of a Water Treatment Plant facility with the primary responsibility being maintaining compliance with the requirements by the Environmental Protection Agency (EPA), Maryland Department of the Environment (MDE), City of Frederick and the Safe Drinking Water Act (SDWA).

Our Water Treatment Plants operate 24-hours a day, 365-days a year with eight-hour shifts that may vary. Shifts include night, weekend and holiday work schedules. The person in this position must be able to regularly work beyond the scheduled work shift, including nights, weekends, and holidays, and to travel to various seminars or training classes as required, staying current in the water treatment profession. The person in this position is considered essential personnel and will be required to respond to emergencies as directed by the Assistant Superintendent or Superintendent.

WATER TREATMENT OPERATOR I

\$21.28 - \$23.41

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs regular walking inspections of the facility and observes Supervisory Control and Data Acquisition (SCADA), monitors water plant performances, distribution tanks and pump stations, control panels and adjust valves, pumps and chemical settings manually or by remote control to regulate the flows and treatment processes under direct supervision.
- Maintains log of operations and records meter readings, gauge readings and laboratory test results in written form or via computer: handwriting must be legible.
- Collects water samples and conducts and interprets routine laboratory tests, which include, but are not limited to: Chlorine Residual, pH and Dissolved Oxygen, Turbidity with direct supervision.
- Performs plant standard operating procedures with direct supervision.
- Ensures plant equipment and facilities are well maintained, reliable and clean.
- Performs preventative maintenance on equipment.
- Adjusts chemical dosing and pump rates with direct supervision.
- Receives and unloads chemicals.
- Applies copper sulfate to bodies of water.
- Drains and cleans out sedimentation basins.
- Attends classes and completes courses to maintain water license.
- Performs assigned janitorial duties.
- Performs other duties as assigned.

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 an Operator In Training Water Treatment Class 4 (T-4) certificate issued by the Maryland Board of Water Works and Waste Systems Operators within 45 days of hire. The employee must maintain the certification for the duration of their 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.

WATER TREATMENT OPERATOR II

\$22.88 - \$25.17

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all the duties listed under Water Treatment Operator I with less constant supervision.
- Assists the Operator I's in meeting their goals and objectives.
- Determines the cause and course of action to properly respond to alarms occurring at the facility.
- Performs basic adjustments to the treatment process equipment with supervision.
- Performs other duties as assigned.

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.
- Six (6) months of related work experience at a Class 4 facility. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

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 an Operator In Training for Water Treatment Class 4 (T-4) certificate issued by the Maryland Board of Water Works and Waste Systems Operators within 45 days of hire. The employee must maintain the certification for the duration of their 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.
- Intermediate knowledge of computers and their applications, especially skills using Microsoft Word, Excel, Outlook and SCADA applications such as Citect and PLC's

OTHER DESIRABLES:

- Experience operating a Forklift.
- Experience conducting safety inspections.
- Hazardous chemical response training.
- Knowledge in the use of laboratory equipment and performing multiple Water Treatment laboratory testing.

WATER TREATMENT OPERATOR III

\$24.60 - \$27.06

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all of the duties listed under Water Treatment Operator I and II with limited supervision.
- Assists the Operator I and II's in meeting their goals and objectives.
- Monitors, evaluates and maintains EPA, MDE and City regulatory compliance by reviewing daily operating reports, logs and SCADA trending data. Making necessary adjustments to the process and/or flow production.
- Performs basic adjustments to the treatment process equipment with supervision.
- Performs other duties as assigned.

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 at a Class 4 facility. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

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 an Operator In Training for Water Treatment Class 4 (T-4) certificate-issued by the Maryland Board of Water Works and Waste Systems Operators within 45 days of hire. The employee must maintain the certification for the duration of their employment.

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

- Understanding of the Daily Operating Reports and MORs.
- Knowledge of City, Federal and State regulations and materials, methods, processes, and techniques commonly used in Water Treatment.
- Knowledge of safety standards and practices for hazardous environments, including OSHA safety rules, standards and regulations.
- Ability to communicate effectively in English and to carry out instruction furnished in oral, written or diagram form; ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Intermediate knowledge of computers and their applications, especially Microsoft Office Suite at an intermediate level and SCADA applications such as Citect and PLC's.
- Ability to define problems, collect data, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, calculate figures, decimals, fractions, percentages, averages, conversions and solve for unknown values; must possess the ability to apply concepts of basic algebra and geometry such as linear, area and volume measurements; must be able to solve mathematical word problems and set up and solve difficult water treatment formulas.
- Knowledge and understanding of MDE and OSHA Regulations as well as the safe operating limits of equipment used in the operation of Water Treatment.

OTHER DESIRABLES:

- Experience operating a Forklift.
- Experience conducting safety inspections.
- Hazardous chemical response training.
- Knowledge in the use of laboratory equipment and performing multiple Water Treatment laboratory testing.

WATER TREATMENT OPERATOR IV

\$26.44 - \$29.08

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all of the duties listed under Water Treatment 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 and make any necessary changes without supervision.
- Performs other duties as assigned.

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. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

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. The employee must maintain the certification for the duration of their employment.

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

- Demonstrated proficiency in all job duties of an Operator I, II, and III.
- Knowledge of Federal, State and City regulations and materials, methods, processes and techniques commonly used in Water Treatment.
- Knowledge of safety standards and practices for hazardous environments, including OSHA safety rules, standards and regulations.
- Possess knowledge and understanding of EPA, MDE, City and OSHA Regulations, requirements of the Safe Drinking Water Act (SDWA), as well as the safe operating limits of equipment used in the operation of Water Treatment.
- Intermediate knowledge of computers and their applications, especially Microsoft Office Suite (Outlook, Word, Excel, Power Point) at an intermediate level and SCADA applications such as Citect and PLC's.
- Ability to communicate effectively in English and to carry out instruction furnished in oral, written or diagram form; ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to define problems, collect data, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, calculate figures, decimals, fractions, percentages, averages, conversions and solve for unknown values; must possess the ability to apply concepts of basic algebra and geometry such as linear, area and volume measurements; must be able to solve mathematical word problems and set up and solve difficult wastewater formulas.

OTHER DESIRABLES:

- Experience operating a Forklift.
- Experience conducting safety inspections.
- Hazardous chemical response training.
- Knowledge in the use of laboratory equipment and performing multiple Water Treatment laboratory testing.

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.
- Ability to pass the Maryland Class 4 Water Treatment Operator Certificate Exam within three (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.

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. The incumbent must 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. The incumbent must 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. The incumbent must 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. The incumbent must 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