

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Water Systems Specialist		
<b>Job Code:</b>	TC5591	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	513	<b>Date Reviewed:</b>	07/07/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs supervisory and oversight of daily water treatment, system water quality and distribution activities of water facilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Plans, organizes, schedules, directs, trains and reviews work of employees engaged in operation and maintenance of water treatment plants.
2. Inspects water treatment plant pumping stations, storage reservoirs and associated facilities to identify maintenance needs and ensure operational, maintenance and safety procedures are followed.
3. Instigates corrective actions such as changing chemical feed rates, airflow rates, return sludge rates, chlorination rates, or filtration rates to ensure efficient water quality. Inspects work in progress. Provides advice and assistance to technical staff as necessary.
4. Interprets laboratory analysis, process trends, establish flow rates, chemical dosage rates, visual observation and other operational parameters to minimize effectiveness of processes. Inspects work in progress and provides advice and assistance to technical staff as necessary.
5. Responds to emergency situations including major equipment malfunction or failure, chemical release, employee injuries, etc.
6. Responds to plant, distribution and water quality issues.
7. Coordinates with plant or distribution staff to make changes or adjustments to stay in compliance with all pertinent regulations.
8. Reviews daily compliance reports, including water quality data sheets, disinfection activation ratios, plant equipment operational data and monthly operations reports.
9. Performs other duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Materials, methods, practices, and equipment used in water or wastewater plant operations.
  - Operational characteristics, services, and activities of a water or wastewater system plant operation programs.
  - Modern and complex principles and practices of water or wastewater systems.
  - Advanced methods and techniques of maintaining and repairing water or wastewater systems.
  - RCI root cause failure analysis methodology.
  - Occupational hazards and standard safety precautions.
  - Principles of training and monitoring lower level staff.
  - Operational characteristics of a personnel computer, process control computer and automated control.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Materials, methods, practices, and equipment used in water or wastewater plant operations including valves, pumps, and motors.
- **Skill in:**
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
  - Supervision and coordination.
  - Analysis and problem solving.
  - Microsoft Office.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Coordinate the work of staff involved in water or wastewater plant operation activities.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.
  - Read and interpret blueprints and drawings.
  - Analyze and problem solve.
  - Lead by example.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college in engineering or field related to water or wastewater plant treatment operations and four years of responsible experience in water/wastewater plant treatment operations, including one year of lead supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

State of Texas Water or Wastewater "B" certification.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

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

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.