

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Water Systems Technician II		
<b>Job Code:</b>	TC5610	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	507	<b>Date Reviewed:</b>	07/07/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of complex technical and manual labor tasks in the operation and maintenance of an assigned water production or wastewater treatment plant. Ensures plant operations comply with all regulatory and quality standards. Assists supervisory staff with tasks as assigned.

### 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. Operates the assigned water production or wastewater treatment plant chemical and unit processes such as disinfection, coagulation, filtration, and pumping. Performs inspections of water or wastewater treatment plants and facilities.
2. Adjusts and operates water/wastewater treatment equipment. Regulates and adjusts chemicals utilized in water/wastewater treatment such as chlorine and hydrogen peroxide.
3. Initiates appropriate corrective action in the event of water or wastewater treatment process malfunctions.
4. Assists in maintaining inventory of proper chemicals, supplies and equipment. Requisitions materials as necessary.
5. Gathers readings from various meters and gauges. Prepare and maintains records of operations and maintenance repairs.
6. Maintains accurate daily, weekly and monthly logs recording plant operations. Prepares required reports.
7. Assists monitoring and evaluating drinking water in distribution systems. Ensures water quality meets customer expectations.
8. Performs routine laboratory analysis of water or wastewater at various stages of the treatment process to determine plant efficiency. Calculates chemical dosages and usage for the treatment process.
9. Monitors work area to ensure a safer working environment. Follows safety guidelines established by the assigned department.
10. Performs other duties as required.

11. 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 including valves, pumps, and motors.
- Operational characteristics, services, and activities of a water or wastewater plant operation program.
- Interpret and explain applicable policies and procedures.
- Functions and purposes of water or wastewater treatment systems.
- Chemistry as well as mechanical and electrical instrumentation equipment.
- Occupational hazards and standard safety precautions.
- Pertinent Federal, State and local laws, codes and regulations.
- Safety precautions and practices as applied to electrical, mechanical, and construction activities.
- Computer system operation.
- General departmental policies and regulations.

- **Skill in:**

- Planning and prioritizing.
- Observation and decision-making.
- Organization and time management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Operate and maintain water or wastewater treatment plant and equipment.
- Read gauges and other recording devices at treatment plants and facilities.
- Perform water quality control testing analyses and procedures.
- Perform mathematical calculations for operational control, water quality analyses and calculation of disinfection guidelines.
- Recognize and react to treatment process changes and demands.
- Prepare clear and concise reports when required.

## **MINIMUM JOB REQUIREMENTS**

HS Diploma/GED with specialized training in water/wastewater plant treatment operations and two years of responsible experience in water or wastewater plant operations.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of, or ability to obtain, Grade "C" Surface Water certification from the State of Texas within one year of employment, OR possession of Grade "C" wastewater certification from the State of Texas.

## **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.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.