JOB ANNOUNCEMENT

WATER TREATMENT OPERATOR-IN-TRAINING I
$18.58 - $19.84 Hourly (DOQ)

WATER TREATMENT OPERATOR-IN-TRAINING II
$19.84 - $21.18 Hourly (DOQ)

ASSISTANT WATER TREATMENT OPERATOR
$25.77 - $27.49 Hourly (DOQ)

WATER TREATMENT OPERATOR
$29.35 - $31.31 Hourly (DOQ)

PERMANENT FULL-TIME POSITION
40 hours per week

Are you seeking a challenging career?

Do you work well independently and as part of a team?

If you answered yes to these questions, then come join the Water team in the Utilities Division of Public Works!

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular salary increases, an excellent health insurance program, paid leave, and retirement credit through PERS (Public Employees’ Retirement System).

This is a permanent full-time position working in the Utilities Division of the CBJ Public Works Department. The position may be classified at any level from the trainee level to the journey level. The level at which the selected applicant is appointed will be based on the applicant’s qualifications.

RESPONSIBILITIES

WATER TREATMENT OPERATOR-IN-TRAINING I

This job class represents trainee level in the structured training program enabling the employee to develop the knowledge and skills needed to advance to the journey level of the series. The Water Treatment Operator-in-Training I position provides placement in the water treatment operators class series for incumbents without State of Alaska Department of Environmental Conservation (DEC) Certification. Onsite work assignments are closely monitored by higher level operators, and are designed to provide broad practical experience in the maintenance, operation and repair a public water system. Methods of performing the work are specifically explained orally or in writing and the work is checked in progress and upon completion. Incumbents engage in self-study and may be required to attend formal and informal courses.

Typical responsibilities include the following:

- Learns and develops skill in the safe operation of hand and power tools.
- Learns to read, test and make minor repairs on various alarm and electrical components within the water system.
- Learns to collect and analyze water samples.
- Learns the basic principles of water storage, treatment, production, and testing, as well as, all related appurtenances.
- Learns and performs a variety of unskilled and semi-skilled tasks to maintain and repair the water system and related equipment.
- Assists in preventative maintenance of components of the area-wide water system such as motor operated valves, meters, standby generators, pumps, chemical feed equipment, and related telemetry equipment.
- Learns and performs basic mathematical calculations for system monitoring.
- Learns proper techniques for the handling, transportation and storage of chemicals and chemical feed equipment.

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Assists in maintenance of grounds, buildings, and facilities.
Attends safety meetings and training; practices and promotes safe work practices.
Leads and assists with the day to day operations of the water system; logs meter readings, and pressures.
Leans OSHA regulations and safe work practices pertinent to trenching, toxic and explosive gases, hazardous chemicals, sanitation and pressure systems, and electrical precautions.
Leans to read and understand engineering drawings including blueprints, as-built and electrical diagrams.
Leans to operate: 3 yards and larger loaders, backhoes, 5 and 10 yard trucks, and tanker truck.
Performs related duties as assigned.

Equipment operated:
Learns to operate the following equipment:

- Loaders (3 yards and larger)
- Backhoes
- Trucks (5/10 yard)
- Tanker truck

WATER TREATMENT OPERATOR-IN-TRAINING II
This is the provisionally certified trainee level of the job class series. Placement as a Water Treatment Operator-in-Training II requires a valid Water Treatment Operator Provisional (P) Certificate issued by the ADEC and satisfactory performance as a Water Treatment Operator-in-Training I. This level provides practical experience in the maintenance, operation and repair of a public water storage, treatment, and production system preparing the employee for the ADEC Water Treatment Operator Level I certification testing. Assignments are basic and limited, closely supervised by higher-level operators and are reviewed upon completion. As knowledge, skills and abilities are developed, opportunities to learn higher level work are provided.

Continued employment requires promotion to Assistant Water Treatment Operator and satisfactory completion of experience and study to achieve a certification at the system level. Achieving system level certification is accomplished through promotion (flexing up) to higher levels in this series. There is an expectation the employee will met the following certification requirements within the defined time frames. Incumbents are eligible for promotion upon assessment by management of satisfactory performance and minimum qualifications for Assistant Water Treatment Operator are met. Satisfactory performance is determined by criteria listed in the training plan and position description of record.

Typical responsibilities include the following:
In addition to the Water Treatment Operator-in-Training I responsibilities:

- May respond to emergency calls as directed.
- Other related duties as assigned.

Equipment operated:
This position should be proficient at operating all light and heavy duty equipment listed in the lower related classifications.

ASSISTANT WATER TREATMENT OPERATOR
Under supervision, the entry level performs basic maintenance, operations and repair of the area-wide water storage, treatment, and production system while participating in the structured on-the-job training program preparing for ADEC Water Operator Level II Certificate. A structured environment enables incumbents to develop the knowledge and skills needed to advance to the full proficiency level of Operator. Semi-skilled and skilled work is performed under the supervision of higher-level operators. Methods of performing tasks are explained in general terms and work is reviewed at milestones established by senior level operators.

Continued employment requires promotion to Water Treatment Operator and satisfactory completion of experience and study to achieve a certification at the system level. Achieving system level certification is accomplished through promotion (flexing up) to higher levels in this series. There is an expectation the employee will met the following certification requirements within the defined time frames. Incumbents are eligible for promotion upon assessment by management of satisfactory performance and minimum qualifications for Water Treatment Operator are met. Satisfactory performance is determined by criteria listed in the training plan and position description of record.

Typical responsibilities include the following:
In addition to the Water Treatment Operator-in-Training I & II responsibilities:

- Performs routine, preventative and emergency operations duties on the area-wide water storage, treatment, and production system.

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• Operates chlorination, fluoridation and turbidity measuring equipment; makes necessary adjustments and reports results to senior staff.
• Monitors mainline flow meters, performs mathematical calculations to ensure optimum function.
• Receives training in the use of the telemetry system (SCADA); learns, perform and review automated control programming and operations.
• Collects and analyzes water samples.
• Restocks water utility hardware; check accuracy of inventory counts, parts descriptions and price listings.
• Gathers and assembles data or project expenditures; maintains records of time spent.
• Reads maps, plats, blueprints, electrical drawings, and other engineering drawings to identify obstacles that may interfere with operations; performs water appurtenances locates through the use of swing ties; verifies accuracy of engineering data on as-builds.
• Performs basic traffic control on projects of limited complexity.
• May transport chemicals.
• Performs other related duties as assigned.

**Equipment operated:**
This position should be proficient at operating all light and heavy duty equipment listed in the lower related classifications.

**WATER TREATMENT OPERATOR**
The Water Treatment Operator is the journey level. The employee independently applies accepted principles, practices and methods in the maintenance and repair of the water storage, treatment, and production system.

**Typical responsibilities include the following:**
In addition to the Assistant Water Treatment Operator and Water Treatment Operator-in-Training I & II responsibilities:

• Lead routine, preventative and emergency operations duties on the area-wide water storage, treatment, and production system.
• Monitors daily operation of the area-wide water system through field observations and the use of the telemetry (SCADA) system.
• Verifies, through mathematical calculations, treatment, production, and storage measuring devices for correct system operations and adherence to regulations.
• Performs preventative maintenance on all components of the area-wide water system such as motor operated valves, meters, standby generators, pumps, chemical feed equipment, and related telemetry equipment.
• Compiles a variety of data for administrative reports; maintains records and prepares reports.
• Leads discussions on safety compliance; trains employees in safe work practices; reviews safety in the field and ensures compliance with accepted practices; reviews traffic control in the field.
• Leads the work of lower level operators; trains employees in all aspects of systems operations.
• Receives cross training in water system maintenance.
• Performs other related duties as assigned

**Equipment operated:**
This position should be proficient at operating all light and heavy duty equipment listed in the lower related classifications.

**MINIMUM QUALIFICATIONS:**

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<th>Appointment to:</th>
<th>Certification required at time of appointment, advancement through flexible staffing series and for continued employment.</th>
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| Water Treatment Operator-in-Training I | State of Alaska Department of Environmental Conservation (ADEC) certification is not required at the time of appointment.  
For continued employment the employee must obtain a Water Treatment Operator Provisional (P) Certificate issued by the ADEC within (1) year. |
| Water Treatment Operator-in-Training II | A valid Water Treatment Operator Provisional (P) Certificate issued by the ADEC is required.  
Within one (1) year of appointment as a Water Treatment Operator-in-Training II, the employee must obtain a Water Treatment Operator Level I issued by ADEC. |
| Assistant Water Treatment Operator | A valid Water Treatment Operator Level I Certificate issued by ADEC is required.  
Within one (1) year of appointment as an Assistant Water Treatment Operator, the employee must obtain a Water Operator Level II Certificate issued by the ADEC. |
| Water Treatment Operator | A valid Water Treatment Operator Level II Certificate issued by ADEC is required. |
For continued employment, the operator must obtain the Water Treatment Operator Level II Certificate within four (4) years of appointment, or a proportionate period if appointed above the Water Treatment Operator-in-Training I level. Additionally, sufficient progress toward obtaining the required 45 continuing education units (CEU) (approximately 15 CEUs per year if appointed as a Water Treatment Operator-in-Training I), or equivalent education as prescribed by 18 AAC 74 must be achieved, and an acceptable performance evaluation must be received, for continued employment and advancement between levels. Should the water system level be increased requiring a higher level certification, the employee is required to actively pursue and acquire the certification required by the level of the system.

Additional Requirements for all Levels:
Education: High school graduation or GED certificate.

License: A valid Alaska Driver's License at time of appointment (and for continued employment). A valid Class “A” State of Alaska Commercial Driver’s License valid for vehicles equipped with airbrakes plus tanker endorsement within six (6) months of appointment (and for continued employment).

Certifications: Within 6 months of appointment, training and certification in CPR, First Aid, Confined Space and Rescue, Forklift Operator, ATTSA Flagger, and ATTSA Traffic Control Technician or Supervisor, and Respirator/Annual Fit-Test.

Training: Must earn 15 continuing education units (CEUs) annually for continued employment.

Continued employment and advancement opportunities
Continued employment requires completion of the on-the-job training program, satisfactorily meeting performance standards, and achieving promotion to journey level within the prescribed timeframe.

Incumbent will be separated from CBJ employment if they are unable to retain the required licenses or certifications.

NOTE: This is a benefited and union represented position. For more details about benefits, please visit the following website: http://www.juneau.org/personnel/benefits.php

CLOSING DATE
A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department by the close of business (4:30 pm Alaska Standard Time) on April 13, 2015.

WHERE TO APPLY
Mail completed application to: OR Visit:
City and Borough of Juneau http://www.juneau.org/personnel/jobs.php
Human Resources & Risk Mgmt. Department for instructions on how to submit an application
155 South Seward via email
Juneau, Alaska 99801
www.juneau.org/human_resources

Drop off completed application to: OR Fax completed application to:
City and Borough of Juneau (907) 586-5392
Human Resources Risk Mgmt. Department
101 Municipal Way, Suite 101
Juneau, Alaska 99801

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