

## **PORT OF WALLA WALLA POSITION DESCRIPTION**

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### **Position Title:**

Burbank Maintenance Lead - Water System Operator/Wastewater Attendant  
Full-time – Nonexempt Position  
Starting salary range \$58,000 - \$70,000 full-time plus benefits (DOE/DOQ).

### **Reports to:**

Maintenance & Operations Supervisor

### **Position Summary:**

Responsible for the day to day operations of the Port's Dodd Road Water System, Burbank Water System, and Burbank Wastewater Sewer Collection and Transmission System and other maintenance on Port owned properties in Burbank and Wallula.

### **Desired Skills:**

- Demonstrate competent and effective oral and written communication skills.
- Excellent organization skills.
- A personality style which emphasizes collegiality, teamwork, participation, judgement and a commitment to results.
- Ability to work independently without daily supervision.
- Operate personal computers utilizing word processing, database, spreadsheet and graphics based software applications.
- Ability to work with other state and local agencies.
- Ability to provide great customer service.

### **Minimum Qualifications:**

- Valid Washington State driver's license.
- Washington State Department of Health Water Distribution Manager II certification/license.
- Must live and be able to report to work within 20 minutes of Burbank or Wallula.
- Experience in water system operation, mechanical and electrical system maintenance.
- Computer knowledge to include word processing, spreadsheets and email.
- Washington State Backflow Assembly Tester License preferred.
- Cross Connection Specialist Certificate preferred
- First Aid Card.
- Ability to be on-call and work overtime hours, weekends and holidays as required for snow removal operations and other emergency projects.

## **Essential Duties and Responsibilities:**

- Observe applicable security and safety rules, regulations and procedures. Safety is job one!

### **Water Systems**

- Operate all aspects of water source, storage and distribution and regulatory requirements of two public water systems.
- Operates and controls various water systems including pumps, nitrate ion exchange system, machines and equipment to disinfect water delivered for human consumption and for industrial use.
- Oversees electric motors, pumps and valves to regulate flow of raw water into distribution system.
- Weekly exercise of high flow fire booster pumps.
- Exercise water system valves as needed.
- Record monthly meter readings. Generate reports on water usage of customers and overall system.
- Records daily chemical usage and adjusts amounts of chemicals, such as chlorine or brine solution into water or adjusts automatic devices that adjust chemicals into tanks and disinfects or treats water.
- Monitors panel boards and adjust controls to regulate flow rates system pressures and distribution of water.
- Develop and maintain an emergency plan in case a water system malfunctions.

### **Wastewater Sewer Collection and Transmission**

- Repairs, lubricates machines and equipment at two lift stations.
- Monitors pumping equipment.
- Records pumping data and pressures.
- Cleans screening equipment and provides general sanitation.
- As this is a new system, develop a detailed daily check list and best practice manual.

- Develop and maintain an emergency plan in case sewer pumping system malfunctions.
- Initiate and complete assigned routine maintenance and repair tasks, inspections and procedures. Secure maintenance department tools, vehicles and facilities when not in use.
- Properly utilize, operate, inspect and maintain hand and power tools, motorized vehicles and equipment in accordance with commonly accepted equipment manufacturer's recommendations.
- Ability to work outside, at night, during rain, high wind, high and low temperatures, snow and other inclement weather conditions.
- Operate and/or assist with herbicide applications.
- In all capacities will incorporate safety policy and procedures necessary for the well-being of the public and fellow employees.
- Ability to work well and cooperate with staff, contractors and public.
- Ability to learn to effectively manage the multiple and diverse activities. Exercise initiative and good judgment.
- Ability to act decisively in difficult or emergency situations; assume a role in identifying and executing workable solutions to mitigate problems.
- Maintain an even temperament and tact when difficult situations arise.
- Ability to prioritize work, manage projects while maintaining a focus on project details and schedules.
- All other duties as assigned.

**General Duties of Both Water Systems & Sewer Collection Transmission System**

- Incorporate safety as the number one priority in all working environments.
- Maintain all backup generators. Test as needed. Keep fuel tanks full.
- Maintain water work buildings and sewer lift station buildings inside and out. Take pride in cleanness of equipment and machinery.
- On-Call to respond to alarm conditions.

- Maintain tenant/customer contact lists. Keep customers informed when necessary.
- Provide utility locating services of Port owned water & sewer lines when requested.
- Knowledge of principles for plant maintenance with specific knowledge of mechanical repair and maintenance of pumps, bearings, motors and valves.
- Ability to locate, diagnose and repair minor equipment malfunctions.
- Maintaining detailed records is important.
- Ability to perform physical tasks, including lifting of at least 50 lbs. with or without accommodation.
- Work to be performed in both field and office setting.
- In coordination with private engineering firm maintain accurate and detailed water system and sewer system distribution maps.
- Maintain operating manuals for all water and sewer systems.
- Operate all types and sizes of tools and equipment needed to perform assigned work.
- In consideration the Port of Walla Walla has a small staff, each employee is expected to perform a wide range of office and field duties as may be required from time to time.
- Produce reports to meet regulatory requirements.
- Work with Port accounting staff to make sure water & sewer bills are accurate
- Help train a back-up water system operator and wastewater attendant in your absence.
- Maintain an even temperament and tact when difficult situations arise.
- Ability to prioritize work and manage projects is an important trait.
- When time permits assist the Port and Airport with other assigned duties.
- Ability to perform utility locates (One Call System from the Northwest Utility Notification Center).

**Primary Work Location**

- The selected person will work out of an office provided by the Port in Burbank.
- Primary work location will be in western Walla Walla County, specifically in the Burbank and Wallula areas.
- Port owned work truck provided.

**Essential Functions:**

To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the “Minimum Qualifications”, “Special Requirements” and “Duties and Responsibilities” sections of this job descriptions. All of the above are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skills, experience, and/or ability required.

**Important Disclaimer Notice:**

The job duties, responsibilities, skills, functions, experience, educational factors and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or condition of its business, competitive considerations, or the work environment change.

**Equal Opportunity/Affirmative Action Employer:**

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factors. Port of Walla Walla is also committed to diverse workforce, women, disabled persons, members of ethnic minority and other underrepresented groups are encouraged to apply.

Approved:



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Patrick H. Reay  
Executive Director

June 29, 2018

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Date