



## ASSISTANT WATER TECHNICIAN JOB DESCRIPTION

The Assistant Water Technician position is “at will” employment with the City of Detroit. The duties are to assist and cover for the Water Technician in the commission of the following job duties and qualifications.

### DUTIES AND QUALIFICATIONS

- 1 Responsible for monitoring system water flow, turbidity and proper chlorine levels in compliance with Oregon State Health Regulation.
- 2 Responsible for maintaining: daily records of activities, chlorine residual, turbidity and surface water quality data reports; other information required by the Oregon State Health Division (OSHD) and all other monitoring agencies; water department forms, bimonthly fire hydrant flushing schedules, data books, system maps and repair manuals.
- 3 Responsible for maintaining a working knowledge of the water system and its operation, including layout of pipes, valves, pumps, reservoirs, controls and electrical components.
- 4 Must be capable of performing excavation, inspection, maintenance and repairs to water distribution system, Breitenbush Intake and Mackey Creek facility.
- 5 Maintenance of facilities shall include painting, cleaning and mowing to maintain a neat, sanitary site at all times.
- 6 Responsible for reporting to Supervising Authority or City Recorder any major incident, such as high turbidity, low water or mechanical failure. Supervising Authority or City Recorder must approve any overtime, in advance.
- 7 Responsible for the maintenance and operation for the filtration plant.
- 8 Responsible for maintaining the Ordinance-required 20-PSI pressure to all customer services.
- 9 Must meet requirements to maintain State Certification for Water Treatment I.
- 10 Must be pleasant and able to communicate and work with customers.
- 11 Must comply with the Personnel Policy Manual.
- 12 Must be an active, on site, member of any Public Emergency

- 13 Management System and be on-site in the event of a public emergency.
- 14 Assistant Water Technician is expected to maintain the highest standard of safety and ethical accountability in performance and conduct.
- 15 Assistant Water Technician is expected to be in good health, neat and tidy in appearance.
- 16 Any other task as directed by Supervising Authority, City Recorder or City Council.



## ASSISTANT WATER TECHNICIAN COMPENSATION

Supervisor: Water Technician

Hours: 20 hours per week  
Over 20 hours with prior approval of Supervising Authority or City Recorder

Overtime: Emergency only and must obtain prior authorization of Supervising Authority or City Recorder before any hours are worked

Benefits: Per Personnel Policy Manual

Sick Leave: Per Personnel Policy Manual

Vacation: Per Personnel Policy Manual

Paid Holidays: Per Personnel Policy Manual

Training: Per Personnel Policy Manual

Performance Evaluation: Annually in March

Compensation Review: Dependant on Annual Reviews and Based on Budgetary Constraints

Involuntary Termination: As a part of employee's "at will" status, termination may occur at the discretion of the City Recorder with approval by the City Council.

City Truck: Personal use of city vehicles is prohibited. Valid Oregon Driver's License and current Proof of Insurance must be maintained on employee's person or in the vehicle and a copy must be updated in the employee's personnel file annually.  
All city vehicles must be parked at the Public Works Building or Water Plant when not in use. There are no exceptions to this policy.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Water Technician

CITY OF DETROIT  
Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_  
Kelly Galbraith City Recorder