



## **City of Phoenix**

### **WATER SERVICES PROCESS CONTROL SPECIALIST**

#### **JOB CODE 22050**

Effective Date: Rev. 08/05

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to direct the process control activities of the City Water Services water and wastewater systems by evaluating water distribution system or treatment plant performance, operating reports, and laboratory tests. Responsibilities include monitoring water distribution system or treatment plant performance, operations and maintenance procedures and activities, evaluating water distribution system or treatment plant conditions, and making process control decisions. Incumbents determine the hydraulic conditions and demand characteristics of the water distribution system, quality of potable water or the strength/effect of wastewater, and recommend applicable processes for distribution or treatment. Water Services Process Control Specialists are guided by policies and assignments received from a department superintendent or other supervisor or designee, but exercise independent judgment in accomplishing the work and are accountable for the results. Success is measured through reports, conferences, operation results, and economy of operations.

#### **ESSENTIAL FUNCTIONS:**

- Reviews process control operation through inspection of system or plant records, technical data, operating reports and graphic charts;
- Writes comprehensive reports on process control operations as necessary to provide information as may be required by management, local, state, or federal agencies;
- Develops the application of process control procedures to increase the efficiency of distribution system or plant operations;
- Investigates, diagnoses, and recommends correction of abnormalities occurring in any of the groundwater well, storage, booster station, remote chlorination, pretreatment, treatment, or disposal processes to ensure that potable water or plant effluent meets local, state, and federal requirements;
- Participates in the overall planning, organizing, and reviewing of activities relating to the process control operation of the water distribution system, water treatment plants, or water/wastewater treatment plants, and related industrial waste pretreatment processes;
- Advises on all matters pertaining to the water distribution system or treatment plant process control operation to ensure the economical functioning of remote



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water distribution or plant facilities, coordinating operational strategies with a Water Facilities or O&M Supervisor;

- Prepares accurate notes, records, and sketches of work performed or data secured;
- Reviews, recommends, and assists in the implementation of new monitoring/control instrumentation;
- Reviews all chemical usage to determine correct chemicals, doses, and application points;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Hydraulic, chemical, biological, and physical processes involved in the distribution of potable water or the treatment of water/wastewater.
- Ordinances, rules, and regulations governing drinking water or the treatment and discharge of water/wastewater.
- The design, operation, and process control of water distribution facilities or water/wastewater treatment and industrial waste pretreatment methods.
- The materials, methods, practices, and equipment used in the operation of modern water distribution systems or water/wastewater treatment systems.

Ability to:

- Review and control, organize, and inspect the work of employees engaged in the process control engineering operation of water distribution systems or treatment plants.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Investigate, diagnose, and recommend improvements to water distribution system or plant treatment and disposal processes.
- Work cooperatively with other City employees and the public.
- Utilize process control and personal computer systems.
- Communicate orally with co-workers, customers, and the public in face-to-face one-on-one settings, or in group settings.
- Instruct others in a classroom setting on process control procedures.



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- Observe or monitor objects such as process control equipment, or data such as operating reports, to determine compliance with prescribed operating or safety standards.
- Comprehend and make inferences from written material.
- Climb ladders or steps to inspect process control equipment.
- Travel across rough, uneven surfaces at a treatment plant to observe process control equipment.
- Work in a variety of weather conditions with exposure to the outdoor elements to inspect plant operations.
- Enter data or information into a terminal, PC, or other keyboard device.
- Work with and around chemicals, effluent, cleaning agents or similar solutions using only normal protective equipment.
- Coordinate the movement of more than one limb simultaneously to climb ladders.
- Use graphic instructions such as layouts or blueprints.
- Make decisions in normal routine situations in accordance with rules, regulations, and policies.
- Understand and follow oral and written instructions in the English language.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Possession of a Grade 4 Operator's Certification from the Arizona Department of Environmental Quality by the end of the probationary period.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Four years of experience in water or wastewater treatment with extensive knowledge of biological and/or chemical properties, and a bachelor's degree in sanitary, civil or chemical engineering, or a closely related field. Other combinations of experience and education that meet the minimum requirements may be substituted.