



City of Tempe

WATER UTILITIES PROCESS COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	285	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Utilities Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Plant Operations Manager or other management staff. Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in municipal water or wastewater system operation, water system engineering, water chemistry or water and wastewater regulatory compliance.
<i>Education:</i>	Equivalent to an associate degree or higher from an accredited college or university with major course work in environmental engineering, chemistry, biology, environmental science, environmental management, water or wastewater treatment or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver's License. ● Possession of, or required to obtain within twelve (12) months of hire, an Arizona Department of Environmental Quality (ADEQ) Grade 2 Water Treatment Plant Operator certification. ● Possession of, or required to obtain within twelve (12) months of hire, an ADEQ Grade 2 Water Distribution certification. ● Possession of an ADEQ Grade 2 Water Wastewater Treatment and ADEQ Grade 2 Wastewater Collections certifications preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support the City's stated mission and values. To work collaboratively with a multi-disciplinary team to plan and implement short and long-term strategies to achieve the City's water quality objectives as required by state and federal regulations. To provide support to the Water Utilities Division of the Municipal Utilities Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Evaluate and make recommendations regarding water treatment, water delivery, wastewater treatment and wastewater collection processes through the analysis of treatment plant data, hydraulic conditions and water quality characteristics to improve overall system operations.
- Participate in reviewing activities related to process control, the water distribution system and water and wastewater treatment plants.
- Collaborate with a multi-disciplinary team to investigate and recommend operational modifications or new technology for water and wastewater infrastructure including groundwater wells, storage facilities, booster stations, remote treatment systems, treatment plants, permanent and temporary distribution flushing stations, blending strategies to ensure that potable or reclaimed water meets local, state and federal requirements.
- Serve as a technical expert on water quality and water and wastewater process control, performing specialized functions and advising Plant Superintendents; report deviations to appropriate Section manager.
- Collect and analyze process control samples.
- Generate comprehensive water quality reports; review analytical and operational data and recommend parameters and methods for testing and tracking to inform operational, infrastructure and managerial decision-making processes.
- Perform operational tasks, such as entering analysis data in spreadsheets and evaluating trends, monitoring treatment and system equipment, optimizing plant processes using laboratory analysis such as zeta potential, UV254 and titrations; maintain appropriate stock and produce/procure new stocks of chemicals for daily chemistries at the plants.
- Review selection and implementation of new treatment and system monitoring and control instrumentation equipment.
- Provide professional and technical advice on laboratory, water quality and environmental compliance-related issues.
- Communicate and act as a liaison with other local and national municipalities and service providers to obtain statistical data and benchmark current local treatment to numerous standard processes and industry standards.
- Receive and respond to customer inquiries regarding water quality issues.
- Ensure safety regulations and safe work practices are observed at work sites, including compliance and confined space entry procedures.
- Perform other duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective June 2016</i> <i>Effective June 2010</i> <i>Revised July 2016 (Updates to job title, essential functions, and license/certifications)</i> <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)</i> <i>Revised July 2022 (Update essential functions, reporting relationships, and add physical demands)</i> <i>Revised July 2023 (Update minimum qualifications and job duties)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water Utilities Process Coordinator

Job Code: 285

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*		X		
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*			X	
Fumes			X	
Computer Software				X
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water			X	
Extreme Heat		X		
Extreme Cold	X			
Office Setting			X	
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements	X	

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- Trained in and performance of confined space entry duties as entrant, attendant, and/or authorized entry supervisor.
- May require working extended hours, including holidays, weekends, nights and call backs. Assignments include stand-by shifts outside the normal work schedule.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**