



City of Tempe

WATER UTILITIES PROCESS COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	285	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$64,335
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$86,852
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Chemist II+
<i>Drug Screen / Physical:</i>	N	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

The Water Utilities Process Coordinator reviews and evaluates the process control activities of water and wastewater systems, odor control systems, water and wastewater treatment plant performance, operations, maintenance procedures, laboratory data and environmental compliance requirements to make process control recommendations to improve efficiency. In addition, this position provides support and expertise in diagnosing process control problems, and assists with water and wastewater process planning and optimization efforts.

REPORTING RELATIONSHIPS

Receives direction from the Plant Operations Manager or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five 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 a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering, chemistry, biology, environmental science, environmental management, water or wastewater treatment or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid Arizona Class D Driver's License. ● Possession of Grade II Water Treatment Plant Operator and Grade II Wastewater Treatment Plant Operator certification issued by the State of Arizona. ● Must obtain Grade II Water Distribution certification issued by the State of Arizona within 12 months of hire.

- Must be certified to perform the duties of an entrant or attendant within the City's confined space program within six months of hire.

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 Plant Operations section of 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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate multi-disciplinary planning activities to ensure compliance with current and future water and wastewater regulations.
- Evaluate existing water and wastewater operational procedures and make recommendations on improvements needed to meet industry standards and ensure regulatory compliance.
- Participate in the development and review of water and wastewater system operating plans and provide technical advice on system operations.
- Review analytical and operational data and recommend parameters and methods for testing and tracking.
- Write comprehensive reports on water quality and operational data to provide information for operational, infrastructure, and managerial decision-making processes.
- Provide technical support and expertise to water and wastewater treatment and water distribution and collection operational staff for process optimization to achieve water quality goals.
- Collaborate with a multi-disciplinary team to recommend operational, technological, and infrastructure modifications for existing or proposed groundwater wells, storage facilities, booster stations, remote treatment systems, treatment plants, blending strategies, disposal, or other processes to ensure that potable or reclaimed water meets local, state, and federal requirements.
- Participate in the overall planning, organization, and review of activities relating to the process control operation of the water distribution system, water treatment plants, or water/wastewater treatment plants, and groundwater wells.

- Review, recommend, and assist in the implementation of new monitoring/control instrumentation.
- Review chemical usage to determine optimal chemicals, doses, and application points for water quality improvement and system efficiency.
- Understand and maintain organized records and databases to support recommendations and strategic decision-making processes.
- Demonstrate continuous effort to improve operations and water quality, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core industry functions against other local and national industry functions.
- Produce written documents that meet management expectations regarding content and formatting.
- Represent Municipal Utilities to outside groups, other city divisions, customers and business partners.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Occasionally lift heavy objects;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May work alone for extended periods of time;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Conduct bench-scale laboratory testing;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

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></p>