UNIVERSITY OF SOUTHERN CALIFORNIA

Water Treatment Technician I

Job Code: 180263

Grade: TA
OT Eligible: Yes
Comp Approval: 3/9/2010

JOB SUMMARY:
Tests and monitors water at specific set point for proper working result. Keeps cooling towers, condensers and equipment maintained to ensure efficiency.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Performs routine maintenance rounds on closed loop and open loop systems. Inspects water level, adjusts set points, cleans probes, monitors backwash and changes filters as needed. Identifies technical and equipment problems.

______ ______ Replaces and adjusts belts on all water cooling towers. Ensures tower bearings are adequately oiled and greased. Repairs makeup water valves.

______ ______ Cleans condensers and cooling towers as scheduled or emergency request. Prepares cooling towers for cleaning and/or sanitizing.

______ ______ Cleans thermal energy storages (T.E.S.) filters weekly. Adds chemicals to protect system metals as needed.

______ ______ Tests heating and chilled water closed loop systems for proper chemical residuals. Makes additions and cleans systems as necessary.

______ ______ Communicates with Zone Maintenance department to ensure their needs are met as it pertains to chemical product placement.

______ ______ Arranges for chemical deliveries with vendor to different sites on campus.

______ ______ Interfaces with outside vendors for new equipment installations and repairs.

______ ______ Prepares reports and/or maintains maintenance records, as needed.

______ ______ Trains other technicians in specific skills and tasks as required.

______ ______ Responds to on-call emergencies related to water treatment systems, as required.

______ ______ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent
- Specialized/technical training

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- Familiar with maintenance of water treatment industry with cooling towers, boilers and/or water chemical testing and treatment. Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety.

**Skills: Administrative:**
- Communicate with others to gather information
- Customer service
- Prioritize different projects
- Understand and apply policies and procedures

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Skills: Trade/Auxiliary:**
- Handle and move objects
- Identify technical and equipment problems
- Inspect and evaluate the quality of products
- Install equipment, machines, or wiring to meet specifications
- Maintain records, logs, etc.
- Monitor events, materials and/or surroundings
- Prepare reports and/or maintenance records
- Read, write, and follow verbal instructions
- Respond to emergency situations
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

**Supervises:** Level:
- May oversee student, temporary and/or resource workers.

**Comments:**
May require frequent bending, reaching, climbing and heavy physical effort (over 50 pounds). Required to handle chemicals for water treatment.

SIGNATURES:

Employee: __________________________ Date: __________________________

Supervisor: __________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer