

POSITION DESCRIPTION

TITLE: Water Treatment Plant Operator

DEPARTMENT: Public Works

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director

SUPERVISION EXERCISED: None generally. May serve as the lead worker over lower level operators or maintenance workers.

GENERAL PURPOSE: Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water treatment facilities and systems.

ESSENTIAL DUTIES

AND RESPONSIBILITIES: Monitors the performance of all equipment, gauges and charts in the water treatment plant stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analysis and test results; Evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal clean water requirements; Gathers and tests water samples for plant efficiency reports as required. Monitors water quality and turbidity, and checks chlorine and fluoride levels.

Performs quality control tests on lab equipment and lab analysis; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Maintains assigned tools and equipment.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water monitoring equipment.

Obtains samples at various points in the distribution system or directs the collection of such samples.

Performs daily custodial work in the upkeep of the treatment facility structures and maintains lawns and sidewalks in the plant area.

Performs related duties as assigned.

PERIPHERAL DUTIES:

Maintains the drawings and schematics of electrical and other systems in the water treatment plant.

Monitors performance of electrical systems, circuits of equipment of the water treatment plant.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (B) Two (2) years of experience in a water utility, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, facilities, materials methods and procedures used in water treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (B) Skill in operation of some of the listed tools and equipment
- (C) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

**SPECIAL
REQUIREMENTS:**

Valid State Drivers license. Certification as a Class One Water Treatment Plant Operator or must pass examination for Certification within one year of hire as an Operator in Training. Must be eligible for coverage by the City=s insurance carriers and must maintain eligibility for insurance coverage.

**TOOLS AND
EQUIPMENT USED:**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone calculator, personal computer, and a variety of lab equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to focus.

**WORK
ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

HOURS: As assigned by Director of Public Works

SELECTION
GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval _____
Supervisor Approving Authority

Effective Date: _____ Revisions: _____