

POSITION DESCRIPTION

JOB TITLE: Water Treatment Plant Operator

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.

SUPERVISION RECEIVED:

Works under the general supervision of the Water Plant Foreman.

SUPERVISION EXERCISED:

Serves as a shift lead worker over lower level maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors the performance of all equipment, gauges, charts in the treatment plant and pump stations; records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains DEQ records of analyses and test results; evaluates data makes quality adjustments to finished water.
- Monitors and operates computer SCADA system.
- Performs related work as assigned.
- 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 requirements; Gathers and tests water samples for plant efficiency reports as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that plant operates within required standards.
- Trains 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 instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
- Operates and maintains pump stations and operates pumps and valves to control and adjust flow and treatment process. Make adjustments to chemical dosages as needed.
- Performs sludge removal and monitoring.
- Must work shift work, including weekends, holidays, and some nights.
- No facial hair except, trimmed moustache, because the need to wear a self-contained-breathing-apparatus (SCBA).

PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned. Assists other public works employees in the overall maintenance of the City.
- Maintains the drawings and schematics of the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- a) Graduation from high school education or GED equivalent and,
- b) supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, or 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 Driver's license and have a sufficient driving record for City's insurance carrier. Possess a Class "D" Oklahoma Water Operators license or have the ability to obtain within 6 months. Within 24 months possess a Class "C" Water Laboratory license and a Class "C" Oklahoma Water Operators license.

TOOLS AND EQUIPMENT USED:

Motor vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, 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 regularly 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 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee occasionally works in tight, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. The employee shall be capable of wearing a respirator.

The noise level in the work environment is usually loud.

NOTE: 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.