



Water Treatment Plant Operator Utilities

UD-WW/5

JOB SUMMARY

This position is responsible for assisting in the operations of the city's water treatment plant. An incumbent in this position may be designated as "Class II" or "Class III."

MAJOR DUTIES

- Tests water samples in laboratory and records results to determine water quality, control the treatment process, and determine adjustments; makes changes in the treatment process and chemical dosages to respond to changes in water quality.
- Maintains records of test results, plant operations, chemical usage and inventories, regulatory documents, and vendor information.
- Responds to after-hours emergencies and unexpected changes in water quality.
- Makes hourly plant rounds to conduct visual inspections of basins, filters, and feed equipment.
- Utilizes SCADA and other electronic systems to monitor and control tank levels and pump operations, to control plant systems, and to observe treatment processes.
- Collects samples in the distribution system and processes for analysis.
- Monitors chemical inventories.
- Contacts vendors to order chemicals and supplies; assists in unloading chemicals.
- Starts-up and shuts-down the plant as appropriate; prepares plant for next day's operation.
- Performs general maintenance and cleaning tasks as needed; operates power and hand tools.
- Rebuilds pumps and repairs and replaces chemical feed lines and equipment.
- Maintains a clean and safe work environment.
- Makes recommendations for major maintenance and repair needs.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures.
- Knowledge of safety policies and procedures pertaining to the operation of a water treatment plant.
- Knowledge of the methods and practices of water treatment plant operations.
- Knowledge of state regulatory requirements.
- Knowledge of chemistry and biological processes.
- Skill in performing preventive maintenance on equipment.
- Skill in facilities and grounds maintenance.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water and Wastewater Treatment Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures and relevant federal and state regulations. These guidelines are generally clear and specific, but may require some interpretation in application..

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the operation, repair and maintenance of a water treatment plant and related systems. Strict regulations and changing water conditions contribute to the complexity of the position.
- The purpose of this position is to participate in the operations of a water treatment plant. Successful performance helps ensure the effective and regulatory compliant operation of the treatment plant.

CONTACTS

- Contacts are typically with department personnel, other city employees, state and local officials, contractors, vendors, regulators, and the general public.
- Contacts are typically to give or exchange information, provide services, resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and in a wastewater treatment plant. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.