

TREATMENT PLANT OPERATOR I (WTP)

Position Code: 1750

WC Code: 7520

FLSA Status: Non-Exempt

Pay Grade: 347

Location: Public Services

Approval Date: 2018

General Statement of Duties

Performs responsible operational, laboratory, and maintenance functions in a water treatment plant ensuring that the water treatment facilities are operated in strict accordance with regulations and rules; provide safe drinking water for all customers and residents.

Distinguishing Features of the Class

An employee in this class performs a variety of operational, laboratory, and maintenance duties designed to produce safe treatment of potable water. Work is performed on an assigned or rotating shift. Work includes monitoring the plant's operation through observation, mechanical readings and the results of standard chemical and biological tests and to make necessary adjustments in the process as conditions or test results dictate. Other duties include performing standard laboratory duties and tests and assisting with plant and facilities maintenance. Work also includes substantial record keeping or work activities. Employees are subject to hazards associated water plant operations including working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, grease, and oils. Workers may be required to wear respirators when working around chemicals. Work is performed under general supervision and reviewed by observation, conference, and reviewing records for adherence to operations standards, instructions, and safety practices.

Duties and Responsibilities

Monitors the status of plant operations and distribution systems

Collects representative samples

Performs standard laboratory chemical and biological testing

Backwashes filters

Refills chemical holding tanks; checks all tank levels

Assists with customer questions and complaints

Maintains records

Tracks inventory

Performs routine plant maintenance such as cleaning, painting, minor repairs, and assisting with major repairs

Makes regular tours of plant and checks chemical feed equipment, engines, generators, motors, pumps, settling basins, filters, and other equipment to ensure proper operation.

Performs other duties as requested

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Working knowledge of the operating characteristics and maintenance requirement of water treatment plants.

Working knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.

Working knowledge of the occupational hazards of the work and of necessary safety precautions.

Some knowledge of standard laboratory test and procedures used in a water treatment plant.

Some knowledge of hydraulic, chemical and mechanical principles pertinent to water treatment plant operations.

Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.

Ability to conduct routine laboratory tests.

Ability to understand and follow moderately complex oral and written instructions.

Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.

Ability to establish and maintain effective working relationships with peers and superiors.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to read gauges, dials and observe moving parts of machines, and to record and review written records.

Minimum Education and Experience

High School Diploma or GED and one to two years of experience in the operation and maintenance of machinery and equipment, preferably in a water treatment plant; or an equivalent combination of education and experience.

Special Requirements

Requires grade C water certification