

TREATMENT PLANT LEAD OPERATOR (WTP)

Position Code: 1762

WC Code: 7520

FLSA Status: Non-Exempt

Pay Grade: 352

Location: Public Services

Approval Date: 2018

General Statement of Duties

Serves as Operator in Responsible Charge for designated Water Treatment Plant. Provides skilled work in ensuring that water treatment facilities are operated in strict accordance with regulations and rules; providing safe drinking water for all customers and residents.

Distinguishing Features of the Class

An employee in this class performs a variety of supervisory, operational, laboratory, and maintenance duties designed to produce safe treatment of potable water. Work involves planning daily operations and directing the work of subordinates. The employee supervises the operations section of the plant including participating in training, ensuring safety, assigning employees to shifts, approving leave, and providing technical guidance. Work also involves supervising and participating in maintenance and repair activities, establishing and maintaining a variety of records on the computer and reviewing the records of subordinates. The employee is subject to hazards associated with treatment 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, and oils. The employee may be required to wear a respirator when working with environments or chemicals that are hazardous or potentially hazardous. Work is performed under general supervision of the Water Treatment Plant Operations Supervisor and reviewed by observation, conference, and reviewing records for adherence to operations, standards, instructions, and safety practices, and to effectiveness of the plant staff.

Duties and Responsibilities

Serves as Operator in Responsible Charge for designated Water Treatment Plant as assigned.

Serves as Water Treatment Plant Supervisor in absence of existing supervisor.

Responsible for examining and evaluating treatment plant process and making necessary changes.

Responsible for establishing standard operating procedures for which facility he/she is assigned.

Monitors the status of plant operations and distribution systems.

Maintains and submits State electronic monthly reports, and is responsible for completeness and accuracy.

Trains and instructs other operators in addressing more complex situations.

Troubleshoots operational problems.

Performs lab tests.

Answers and resolves customer questions and complaints.

Tracks inventory and is responsible for ordering supplies and chemicals as needed.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

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

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

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

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

Advanced 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 advanced laboratory tests.

Ability to understand and follow complex oral and written instructions.

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

A Bachelor's Degree from an accredited college or university and six months of directly related experience; or an Associate's Degree from an accredited community college and two years of directly related experience; or a High School Diploma or GED and four years of directly related experience; or an equivalent combination of education and experience.

Special Requirements

NC Water Operator's Grade A Certificate