

CITY OF DURANT JOB DESCRIPTION

Title:	WTP Operator I / II / III	FLSA Status: Exempt
Department:	Public Works – WTP	Pay Grade:
Reports To:	WTP Manager	<i>Safety Sensitive</i>

POSITION SUMMARY

This position operates, monitors, maintains, and trouble-shoots the water treatment facility, equipment, and its processes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon certification level.

1. Assesses, diagnosis and undertakes preventative and restorative maintenance and repairs; identifies replacement parts; installs and tests repaired equipment.
2. Ensures adequate amounts of water and pressure are available during times of emergency, such as fires.
3. Monitors and implements Water Treatment Plant process controls.
4. Gathers water samples in order to perform laboratory tests as required by state and Federal regulations.
5. Monitors plant operations. Verifies equipment is working properly and adjusts chemical feed rates per lab test analysis
6. Performs backwashing of filters; identifies and recommends areas needing further review and/or attention.
7. Performs routine building clean and grounds maintenance, including mopping, bush trimming, lawn mowing and similar activities.
8. Maintains and updates record keeping and performs data monitoring for various local state and federal reporting requirements.
9. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
10. Reports all accidents to the appropriate authority. Follows all policies for reporting.
11. Provides backup assistance to other department personnel as needed.
12. Performs emergency repairs and work as necessary.
13. Reports to work for after hour needs, as assigned.
14. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of the practices, methods, and materials used in water treatment.
2. Knowledge of the variety of plant equipment and processes used in water treatment.

3. Knowledge of electrical, electronic and mechanical systems.
4. Skill in reading and understanding schematics and blueprints.
5. Skill in accurately diagnosing equipment malfunctions.
6. Skill in the use of a variety of test equipment and specialized hand and power tools.
7. Skill in fabricating and repairing components necessary for equipment installation.
8. Knowledge of Personal Protective Equipment.
9. Ability to understand and follow oral and written instructions.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
14. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
15. Ability to define problems, exercise sound judgment, and address a variety of situations.
16. Ability to think quickly, maintain self-control, and adapt to stressful situations.
17. Ability to maintain professionalism at all times.
18. Ability to work as a member of a team.
19. Ability to establish and maintain effective working relationships with others.
20. Ability to perform mathematical calculations required of this position.
21. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires handling of hazardous chemicals and materials.

- Periodically works in unsanitary and potentially hazardous areas and confined space.
- Work is performed primarily in a plant environment.

WTP Operator I

- High School Diploma/equivalent.

PREFERRED QUALIFICATIONS

- Previous experience in water or wastewater plant operations.

OTHER REQUIREMENTS

- Must obtain Class D Water Operators License within one year of employment.
- Must obtain Class C Lab Operators License within two years of employment.

WTP Operator II

- High School Diploma/equivalent and one (1) year of experience in water or wastewater plant operations.

PREFERRED QUALIFICATIONS

OTHER REQUIREMENTS

- Must obtain Class C Water Operators License in order to advance to this level.
- Class C Lab Operators License.

WTP Operator III

- High School Diploma/equivalent and three (3) years of experience in water or wastewater plant operations.

PREFERRED QUALIFICATIONS

- Associates degree in an environmental science.

OTHER REQUIREMENTS

- Must obtain Class B Water Operators License in order to advance to this level.
- Class C Lab Operators License.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.