



JOB DESCRIPTION

JOB TITLE: Water Plant Operator (All Classes*) Non-Exempt

REPORTS TO: Senior Water Foreman

PRINCIPLE PURPOSE OF JOB: Maintain a safe, reliable, and cost-efficient supply of potable water.

LEVEL OF AUTHORITY: Receives close to moderate supervision, depending on experience and complexity of tasks. Expected to perform routine assignments independently following standard practice.

ESSENTIAL JOB FUNCTIONS

1. Oversees, participates in, and directs the operation of the Water Treatment Plant, including the pumping of raw and finished water, chemical addition, operation of equipment, and interpretation of charts, gauges, and meters.
2. Directs, organizes and performs various quality tests as needed on water samples taken at strategic points throughout the treatment process.
3. Computes chemical dosages and adjusts chemical feed machines for proper operation.
4. Makes necessary process changes as indicated by tests.
5. Unloads, stores and uses various chemicals such as caustic soda, chlorine and hydrofluorsilicic acid.
6. Maintains plant operating equipment and laboratory equipment in a clean and orderly condition.
7. Performs treatment process mathematical computations to determine proper mixture of chemicals, correct chemical amounts and chemical usage.
8. Reads and interprets SCADA, gauges, meters, recording devices, and process change data.
9. Monitors and repairs equipment for proper operation.
10. Communicate with others, orally and in writing, within and outside of City, in a respectful, appropriate manner.
11. Prepares and present oral and written reports.
12. Complete regular rounds of all Water Plant facilities to ensure proper operating conditions.
13. Ensure all phases of the water treatment process are in accordance with applicable standards.
14. Must answer calls and dispatch on- call personnel from different crews and keep written records of calls and time on duty. (overtime).
15. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Required Knowledge, Skills and Abilities

Knowledge of:

1. Modern water treatment methods, theories, and practices.
2. Safe drinking water regulations.
3. Water treatment plant safety procedures, including OSHA safety standards.
4. Operation, repair and maintenance of pumps and motors.
5. Piping, control systems, chemistry, and bacteriology as related to water treatment.

6. Leadership styles and skills.
7. Basic arithmetic calculations such as addition, subtraction, multiplication, division and basic algebra.

Ability to:

1. Work in different weather conditions with exposure to the elements.
2. Observe and monitor machinery and equipment to determine compliance with prescribed operating or safety standards.
3. Communicate in English language in a group or one on one setting.
4. Understand and follow oral and written instructions in the English language.
5. Work cooperatively with other city employees.
6. Produce written documents in the English language with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
7. Read, comprehend, and interpret written material in the English language such as operation and maintenance manuals, equipment manuals and Material Safety Data Sheets (MSDS).
8. Work safely without presenting a direct threat to self or others.
9. Work with chemicals or similar solutions using only normal protective equipment.
10. The physical requirements of the job require the ability to lift 50 pounds and on those occasions where lifting requirements may be higher, employee is required to notify supervisor of the need for assistance.

QUALIFICATIONS

Technical

1. Must provide a valid Georgia drivers license.
2. Desirable to have at least a Georgia Class 3 Water Treatment License or have one within one year of employment.
3. Must have high school diploma or General Education Degree (GED).
4. Must have own transportation to and from work.
5. Ability to use an intermediate level of problem solving to deal with non-routine situations.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and take a pre-employment drug screening test.
2. The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to absences or relief, to equalize peak work load periods or otherwise to balance work load.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the Utility Commission. Satisfactory clearance to perform essential job functions will be required for employment.

***Note: Operator Class is based on the certification level individual earned through the State of Georgia certification process.**