

City of Calera

JOB DESCRIPTION

Job Title: Water Operator IV

Department: Public Works – Water Production

FLSA: Grade: 9B

Job Description Prepared: May 2007

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Water Plant Superintendent

Subordinate Staff: Department Employees in Absence of Superintendent

Other Internal Contacts: All Water Division and Public Works Employees; All City Departments

External Contacts: ADEM; EPA; General Public; Alabama Line Location; Water Operators; ARWA; Suppliers; Vendors; Contractors; Builders

Job Summary

Under the direction of the Water Plant Superintendent, the employee pulls and tests random water samples from plant and distribution points according to state guidelines and requirements. Performs plant and well maintenance and operates grade IV plant alone or with assistance. Assists department and division employees with repairing leaks, making taps, and setting meters. Supervises work of employees for accuracy and completion.

Job Domains

A. Micro-Filtration Plant Operations

1. Operates micro-filtration plant, including: filtration and disinfection of potable water.
2. Monitors and sets chemical dosage for disinfection.
3. Controls rate of filtration process.
4. Facilitates pumping of water out into distribution system.
5. Maintains records on computer and hard-copy as required.

B. Pulling and Testing Samples

1. Prepares faucets for sampling and pulls random samples according to state requirement.
2. Performs tests on samples.
3. Runs chlorine residual test on all samples except for raw sample from well.
4. Labels samples.
5. Calculates and interprets test results.
6. Respond appropriately to test results; initiates treatments as required.
7. Measures samples as required.
8. Prepares paperwork chain of custody form for laboratory, including locations and addresses, etc.

C. Reports

1. Maintains records as required.
2. Compile and files all reports on daily, weekly, monthly, quarterly, and an annual basis as required.
3. Maintain hard copies of all reports as required.
4. Uses the computer program to enter and file reports as required.
5. Completes and submits all reports as required.

D. Supervision

1. Ensures safety rules and regulations are observed by subordinate employees.

E. Maintenance

1. Changes oil in pumps, lubricates pumps, paints lines, and keeps facilities clean.
2. Changes out chlorine cylinders as needed and required.
3. Adjusts levels of chlorine as needed.
4. Performs all aspects of water treatment maintenance.
5. Operates mowers and weed-eaters; uses hand tools.

F. Leaks, Taps, and Meters

1. Locates and repairs water leaks.
2. Makes taps, runs service lines, and sets meters.
3. May drive vehicles to perform job.
4. Performs other duties as necessary.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and department policies, procedures, and guidelines.
2. Knowledge of state and federal laws and regulations pertaining to the operation of public water systems.
3. Ability to maintain a satisfactory working relationship with the public.
4. Ability to coordinate and communicate with contractors and state regulatory officials.
5. Ability to keep detailed and accurate records.
6. Ability to read and interpret blueprints and technical diagrams.
7. Ability to prepare reports using the computer and on hard-copy.
8. Ability to supervise division employees.
9. Ability to wear safety equipment.
10. Ability to lift heavy objects and equipment weighing in excess of 50 pounds.
11. Math skills to measure and calculate.
12. Visual acuity to read gauges.
13. Skills in using computers.

Other Characteristics

1. Possess high school diploma or equivalent.
2. Minimum of 2 years prior experience working as a certified Water Operator.
3. Certified as a Grade IV Water Operator, required.
4. Ability to work non-standard hours and overtime as required.
5. Possess a current and valid Alabama driver's license.
6. Ability to attend continuing education programs to maintain certifications.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.