

Job Description

Water Plant Operator

Filter Plant

FLSA Designation: Non-Exempt

Pay Grade: 7375

Adoption Date: 10/18/2022



JOB SUMMARY

This position is responsible for operating a water treatment plant and water pumping facilities. This is considered a safety sensitive position.

MAJOR DUTIES

- **Participates in plant operations and maintenance activities.**
 - Monitors plant operating efficiency by monitoring daily plant chemical use.
 - Makes chemical adjustments and flow rate changes as needed.
 - Monitors water pressure and tank levels using SCADA.
 - Responsible for anticipating water demand and daily needs by interpreting information gathered from the SCADA system.
 - Resolves water treatment problems.
 - Off-loads plant chemicals from chemical supply tanker trucks; completes required paperwork.
 - Performs routine plant maintenance as needed; lubricates moving parts; cleans and organizes equipment.
 - Performs calibrations on lab equipment and chemical feed pumps.
 - Assists in the installation, repair and maintenance of plumbing systems.
 - Maintains plant records, including call out logs, customer complaint log, operating logs, daily journals, inventories and data logs.
 - Assists in the maintenance of plant grounds.
 - Notifies Plant Manager immediately regarding plant upsets, accidents, chemical spills, or other unusual events.
 - Monitors and manages the amount of water purchased from wholesale customers.
 - Assists in cleaning and maintaining treatment basins to maintain plant operations.
 - Manages and assists in sludge processing.
- **Collects and processes water samples.**
 - Performs laboratory analysis of water samples.
 - Responsible for interpreting lab results that impact operations and compliance.
 - Maintains test data.
 - Performs offsite water sample collection.
- **Performs related duties.**
 - Demonstrates punctual, regular, and reliable attendance.
 - Attends meetings, workshops, and training sessions.
 - Provides innovative solutions to enhance current processes and procedures and/or resolve workplace issues.
 - Responsible for informing Plant Manager of needed supplies and equipment.
 - Reports to the Plant Manager any customer complaints or problems.
 - Performs housekeeping duties.
 - Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the operation, maintenance and repair of water treatment plants, pumping facilities, and related

infrastructure.

- Knowledge of local, state and federal rules, regulations and laws related to the treatment and distribution of drinking water.
- Knowledge of water sampling and laboratory analysis procedures.
- Knowledge of job-related tools and equipment.
- Skill in the operation of computers and job-related software programs.
- Skill in operating standard office equipment.
- Skill in performing basic mathematical calculations such as addition, subtraction, multiplication, division, and percentages.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Ability to work cooperatively with others.
- Ability to work independently.

SUPERVISORY CONTROLS

The Plant Manager assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Alabama Department of Environmental Management regulations, plant standard operating procedures, Environmental Protection Agency rules and regulations, relevant local, state and federal laws, CEW&SA and department policies and procedures, and CEW&SA Core Values, Vision, and Mission statements. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the operation of a water treatment plant, pumping facilities, and water distribution system. Strict regulations and inclement weather contribute to the complexity of the position.
- The purpose of this position is to operate a water treatment plant. Success in this position contributes to the efficient and effective delivery of safe drinking water to area residents.

CONTACTS

- Contacts are typically with co-workers, representatives of state and federal agencies, vendors, contractors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee should be able to lift 50 pounds on a frequent basis and 100 pounds on an occasional basis. The employee climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of personal protective equipment such as specialized clothing, goggles, masks, boots, gloves, and other protective devices as required.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education; and

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of an ADEM Grade IV license for water treatment.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.

APPROVALS

Plant Manager:  Date: 12-20-22

General Manager:  Date: 12/20/22