

Class Title: Water Plant Operator

Department: Water Plant

Supervisor: Water Plant Superintendent

Supervises: May Supervise Personnel Assigned to Plant in Absence of a Higher Authority

Class Characteristics: Under general direction, assists in the daily operation and maintenance of the water treatment plant; performs related work as required.

General Duties and Responsibilities:

Essential: Assists in the daily operation and maintenance of the water treatment plant and equipment, including treatment of water in compliance with established procedures and standards and federal, state and local laws, administrative regulations, and ordinances. May supervise personnel assigned to plant in absence of higher authority. Inspects and/or monitors pumps, charts, gauges and meters daily. Collects water samples and performs lab tests; insures proper adjustment of feeder equipment; adjusts chemicals as necessary. Adds chemicals in accordance with prescribed standards. Forwards water samples as required. Prepares and maintains accurate reports/records; forwards reports as required. Performs servicing and assists with preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs to superiors. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools. Assists with cleaning of plant and grounds. Participates in training programs to obtain and maintain Class III Water Treatment Plant Operator certification. Reads meters as requested. Assists other departments as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; must acquire Class III Water Treatment Plant Operators License within twelve months after meeting experience requirements as outlined in the Kentucky Natural Resources and Environmental Protection Cabinet regulations.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of the principles, practices, rules, and regulations relating to water treatment plant operations. Knowledge of federal, state laws and administrative regulations with reference to water treatment. Thorough knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery. Thorough knowledge of and ability to comply with safety standards.

Abilities: Ability to detect mechanical flaws and make minor repairs to plant and

equipment. Ability to maintain preventive maintenance and servicing program. Ability to prepare and maintain accurate reports. Ability to assist with maintaining inventory of chemicals, spare parts and tools. Ability to supervise personnel assigned to plant while assisting with performing required duties. Ability to establish and maintain effective working relationships with officers, other employees, and the general public. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are specific initially, but become more general with work experience; many aspects of work covered specifically, but must use some of own judgment.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Some completed work is reviewed, but most is not reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Laboratory equipment, hand tools, meters, safety equipment, heavy trucks, backhoe, normal office equipment (phone, computer, calculator, etc.).

Physical Requirements of the Job: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Contacts: Occasional contacts with supervisors and employees from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky; at the discretion of the city, maybe required to obtain and maintain a Commercial Drivers License.

Availability: Must be able to work irregular hours. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must possess and maintain a Class III Water Treatment Plant Operators License issued by the Kentucky Natural Resources and Environmental Protection Cabinet, or must obtain license within one year after meeting experience requirements. Class II Distribution license is preferred, but not required.

Additional Requirements: Upon receipt of a Commercial Drivers License, must participate in the city's drug and alcohol testing program as a condition of continued employment.

Overtime Provision: Non-exempt.