

GMWSS POSITION DESCRIPTION

Class Title: Water Treatment Plant Operator (Trainee)

Department: Water Treatment

Supervisor: Water Treatment Plant Supervisor

Supervises: None

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

General Duties and Responsibilities:

Essential:

1. Assists in the daily operation and maintenance of the water treatment plant, including start-up and/or shut down, involving collection and distribution of water in compliance with established procedures and standards and federal and state laws and administrative regulations.
2. Assists with inspection and/or monitoring of pumps, charts, gauges, and meters daily.
3. Assists with collection of water samples and conducting lab tests; adjusts chemicals and/or equipment as necessary.
4. Adds chemicals in accordance with prescribed standards.
5. Prepares and maintains accurate reports/records.
6. Forwards water samples and reports as required.
7. Assists with performing preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment to superiors.
8. Assists with maintaining adequate inventory of spare parts, chemicals, equipment, and tools.
9. Assists with minor construction projects.
10. Assists with cleaning of plant and grounds.
11. Attends training programs to obtain license at each level immediately after meeting experience requirements.

Non-essential: Receives all telephone calls to main office after office is closed; in case of emergency, calls out maintenance crew and acts as dispatcher if needed.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent. No work experience requirements. Must obtain Class IA, IIA, IIIA, and IV Water Treatment Plant Operators License within one year after meeting experience requirements at each level.

Special Knowledge, Skills, and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, water treatment plant operations.
2. Knowledge of, or ability to learn, federal and state laws and administrative regulations with reference of water treatment.
3. Knowledge of, or ability to learn, functions, servicing, and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of and ability to comply with safety regulations and standards.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to assist with maintaining preventive maintenance and servicing program on plant and equipment.
3. Ability to prepare and maintain accurate reports.
4. Ability to assist with maintaining inventory of chemicals, spare parts, and tools.
5. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are detailed and specific, covering all aspects of the work; instructions are more general after the employee learns each job.

Processes: Work varies slightly and seldom required to take different, new, or unusual approaches in completing work assignments.

Review of Work: Most completed work is reviewed until the employee learns each job.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work required sitting at desk with intermittent standing, walking, and 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 spaces and confined spaces; and must use stairs and ladders.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, amp meter, vehicles.

Contacts: Occasional contacts with the public and employee or supervisors from other departments.

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Confidential Information: Little or no use of confidential information.

Mental Effort: Light.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: Must obtain Class IA, IIA, IIIA, and IV Water Treatment Plant Operators License issued by the Commonwealth of Kentucky within one year after meeting requirements at each level.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment in the class.

Additional Requirements: May be required to wear a respirator for which the person would have to be medically approved; must be able to wear level B chemical suit for prolonged periods. Must be able to respond to emergency situations at all hours.

Overtime Provision: Non-exempt.