

City of Sparta Job Description

Job Title: Water Treatment Plant Operator

Department: Water/Sewer

Reports To: Senior Water Plant Operator

FLSA Status: Nonexempt

Approved By:

Approved Date: May 19, 2008

SUMMARY

Operates water treatment plant and pumping station and performs related maintenance by performing the following skilled and semiskilled tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 1) Operates water treatment plant and pumping station machines and equipment; monitors all production processes and gauges, including coagulation pumps for turbidity control, disinfection levels and lines for chemical feeding, and filters; monitors tank levels and control ponds.
- 2) Sets up and performs a variety of lab analyses on water samples; interprets test results and makes plant operation adjustments as necessary; prepares various daily logs and reports; calculates, compiles, and submits monthly and other periodic reports.
- 3) Performs preventive maintenance and routine repair of plant equipment, buildings, landscaping and vehicles; back washes filters; cleans lab and chemical feed areas.
- 4) Collects samples for testing by state lab.
- 5) Responds to citizen complaints; gives tours to school and civic groups and local officials.
- 6) Responsible for plant operation in absence Senior Operator.
- 7) Keeps abreast of new/revised local, state, or federal regulations affecting the water system.
- 8) Cooperates with state inspectors.

OTHER DUTIES AND RESPONSIBILITIES

Performs related duties as required, including:

- Loads and unloads chlorine tanks.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

Knowledge of state water quality laws and water testing procedures.

Ability to operate specialized equipment such as fluoride and chlorine machines.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and three to four years of related water plant operation/maintenance experience, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Tennessee Grade 4 Water Treatment Plant Operator Certification

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, sit, talk or hear, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, extreme heat, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to high, precarious places and vibration. The noise level in the work environment is usually loud.