



Harriman Utility Board

Chief Water Treatment Plant Operator

Reports to: Manager of GWS Operations
GWS Foreman

Department: Gas, Water, & Sewer

Date: January 1, 2015

FLSA Status: Non-Exempt

Approved: General Manager

Pay Status: Hourly

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.

JOB SUMMARY:

To administer, operate, produce State certified water quality, and monitor the mechanical and analytical systems pertinent to water treatment and control at the central municipal facility.

ESSENTIAL FUNCTIONS:

- ◆ Acts as team leader in coordinating and directing work for water plant employees.
- ◆ Operates and maintains water treatment and water equipment, ensuring compliance with state and federal environmental protection limits.
- ◆ Activates municipal emergency procedures in the event of overflow or spill of chemicals or unpurified water. Shuts off all power, dons personal protective equipment, and evacuates the facility, notifying local emergency responders and supervisor.
- ◆ Monitors and samples groundwater on entry to the municipal system. Adjusts treatment levels when below-standard variances are detected. Samples water at exit station of plant and river.

- ◆ Conducts running repairs to equipment, or shuts down equipment for more extensive maintenance and repair, activating alternate equipment as needed. Requests services of outside maintenance vendor for major repairs and overhauls.
- ◆ Activates pumps, valves, and other processing equipment to move water through various treatment processes. Disposes of waste materials removed from the water, in line with municipal procedures and government controls.
- ◆ Adds chemicals to water by predetermined formula. Advises supervisor when minimum inventory levels of these materials have been reached.
- ◆ Reads and interprets meters and gauges on central control panel, or at individual machines or stages in the treatment process. Adjusts controls as needed. Retrieves computer reports on treatment processes.
- ◆ Prepares reports and maintains logs on meter readings, tests, chemical and equipment usage, and all other recordkeeping requirements.
- ◆ Watches for dangerous or wet conditions on floors and catwalks. Cleans up promptly.
- ◆ Follows all safety guidelines, and wears respirator immediately when detection device announces presence of excess amounts of dangerous chemicals.

ADDITIONAL RESPONSIBILITIES:

- ◆ Inspect for potential Backflow/Cross Connections
- ◆ Maintain Blow-offs.
- ◆ Maintain all equipment, pipes, buildings, property, and aesthetics.
- ◆ Maintain inventory and orders materials as necessary.
- ◆ Maintains all water pump stations in HUB System.
- ◆ Cleaning drying beds.
- ◆ Mowing and weed eating.
- ◆ Participates in annual refresher training in government regulations and municipal policies on water treatment.
- ◆ Assists in training water treatment operators and other new employees.
- ◆ Cross trains with GWS and Wastewater Treatment Plant.
- ◆ Compile budget for Water Plant capital needs.
- ◆ Complete the Monthly Operating and CCR Reports.
- ◆ Prepares daily schedules in such a way as to reduce overtime.
- ◆ Must maintain personal CE hours.
- ◆ Attends meetings, seminars, schools, or training, etc., as determined by General Manager, Supervisor or as required by law.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Considerable knowledge of construction, repair, operation and maintenance of water operations.
- ◆ Familiar with occupational hazards involved and necessary safety precautions.
- ◆ Ability to read and work from blueprints or drawings.
- ◆ Ability to operate safely mechanical equipment, hand/power tools and heavy equipment.
- ◆ Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- ◆ Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.
- ◆ Ability to operate a PC with basic skills in Word and Excel.

PHYSICAL REQUIREMENTS

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.

- ◆ Lifting, (100+ lbs.) carrying, and moving heavy objects.
- ◆ Walking, standing, kneeling, bending, stooping, climbing,
- ◆ Pulling, reaching.

WORKING CONDITIONS:

The working 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.

- ◆ Duties involve working with hazardous waste, and exposure to biohazardous and radioactive materials.
- ◆ Must wear personal protective equipment and respirator while handling or removing hazardous substances.
- ◆ Will be required to work out-of-doors in various weather conditions for water sampling.
- ◆ Will be required to work in confined spaces and heights.

REQUIRED LICENSES AND/OR CERTIFICATIONS:

- ◆ Water Treatment Operator III Certification
- ◆ Must be certified in current CPR/First Aid practices.
- ◆ Confined Space
- ◆ Forklift

SUPERVISORY RESPONSIBILITIES:

- ◆ (2) Water Plant Operators

QUALIFICATIONS:

- ◆ Must have a **good attitude** and be a team player.
- ◆ Requires a high school or vocational school degree or equivalent, plus three to five years' operating experience, including at least one year specializing in chemical treatment of water.
- ◆ Willingness to work a rotating shift schedule to provide municipal service on a seven-day- a-week basis. May work overtime in emergencies. Must be on call for all GWS Departments and be able to respond to calls within 30 minutes.
- ◆ Regular attendance required, as operator is sole employee responsible for a shift.

Over the course of employment, specific job duties for employees may be changed, added, or deleted. In an effort to keep these job descriptions updated and to remain compliant with the Americans with Disabilities Act (ADA), employees will be given the opportunity to review their descriptions each year or at any time they feel it needs to be updated.

By signing below, you are stating that you have been given this opportunity on your anniversary date (or anytime thereafter) to review your job description and that any changes have been discussed with your supervisor and are reflected in this description

Employee Signature

Date

Supervisor Signature

Date

General Sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description. I understand this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date