

## **JOB DESCRIPTION FOR WATER PLANT OPERATOR**

DEPARTMENT: WATER PLANT

SALARY RANGE: \$18 to \$20 per hour

**Title of immediate supervisor:** Water Plant Superintendent

DEPARTMENT HEAD: Public Works Director

### **MAJOR DUTIES:**

- Operate Water Treatment Plant on scheduled shifts
- Perform preventative maintenance on all equipment and piping
- Perform preventative maintenance on all pumps and motors
- Check and maintain chemical pumps to ensure proper pump operations
- Monitor chemical supply and report levels to Plant Superintendent
- Keep all areas of the treatment plant, tank storage area and booster station clean, grass cut and general condition in top condition
- Perform janitorial work in keeping the Operations Room, Laboratory, Restroom, Pipe Galley, Chemical Room, Raw Water Pump House and Loading Dock clean
- Fill out daily reports for the operation of the plant
- Take and record samples in accordance to the T.C.E.Q. rules and regulations
- Read meters daily on Raw and Finished Water
- Daily Inspection of Raw Water Intakes at the Lake
- Monitor water levels of the raw, filtered and finished waters
- Perform routine jar tests
- Monitor PH, Hardness, Alkalinity, Turbidity, Total Chlorine Residuals, Water Temperature and Ammonia Levels every four hours during plant operations
- Perform any other necessary tests to ensure good water quality
- Backwash filters every 100 hours or sooner if necessary
- Drain and clean Clarifier on a routine basis
- Inspect Storage Tanks daily
- Provide potable and safe water to the public

### **JOB COMPLEXITY:**

- Performs routine operations
- Report any problems or plant malfunctions to the Plant Superintendent
- Perform sensitive testing on raw, filtered and finished water
- Record plant readings and testing results on the proper reporting forms
- Perform preventative maintenance on all operational equipment
- Follow Plant Monitoring Plan
- Protect from Back siphonage
- Practice Water Conservation
- Perform all duties safely using the proper safety equipment and clothing
- Subject to after hours call back in the event of a plant malfunction

### **RESPONSIBILITY:**

- Be on time
- Report any problems prior to shift change
- Report Security Breaches immediately to the Police Department
- Report violations to the Plant Superintendent
- Monitor security to plant property and buildings

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- Fill out daily work reports
- Practice safety by use of vests, gloves and any other protective equipment
- Follow all M.S.D.S. instructions regarding the use of chemicals
- Maintain good water quality at all times

### IMPACT OF WORK

- Operators are responsible for the quality of water delivered to the distribution system for human consumption

### COMMUNICATIONS/PUBLIC CONTACT

- Limited public contact
- Operator must be courteous to all customer complaints regarding the water quality
- Personal contact with fellow employees

### SUPERVISION

- Answers to the Water Plant Superintendent
- No supervision over another employee

### WORK HAZARDS

- Employee must work outdoors and indoors and is constantly around sensitive equipment
- Employee must work in all types of weather conditions
- Employee is in constant contact with hazardous chemicals
- Employee must work in and around storage tanks and shall follow all the safety guidelines regarding confined space entry
- Heavy lifting involved frequently
- Take caution to avoid injuries resulting from work hazards associated with falling, slipping and climbing
- Extreme caution must be taken in working with all various types of equipment used in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Work with certain water treatment chemicals such as alum, caustic, LAS, chlorine, copper sulfate and other such chemicals
- Contact and use with other chemicals including degreasers, oils, lubricants and others. **Always follow the M.S.D.S. sheets when working with any chemical**
- **Always use SCBA (Self-Contained Breathing Apparatus) in and around hazardous chemicals**
- **Use protective safety equipment issued including, but not limited to hard hats, eye glasses, shields, air respiratory protection, gloves and ear plugs.**

### KNOWLEDGE/SKILLS/ABILITIES

- Good physical condition
- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle moderate lifting
- Ability to understand and follow oral instructions
- Ability to read and understand M.S.D.S. sheets
- Ability to read and write
- Must be computer literate

### CONDITION OF EMPLOYMENT

- High School education or the equivalent of

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- Must pass physical
- Must pass back lift test
- Be in good physical condition
- Must pass Drug Screening
- Must hold a valid "C" Surface Water License issued by the Texas Commission on Environmental Quality (T.C.E.Q.)
- Must pass extensive security screening and background check

**APPLICANT VERIFICATION:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

**APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

**INTERVIEWER OR SUPERVISOR AFFIDAVIT:**

If applicable, reasonable accommodations can be provided for as stated above:  Yes  No  
Provide reason reasonable accommodation cannot be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature) (Printed Name)

Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Department Head Printed Signature

Date: \_\_\_\_\_

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(Employee Initials)