



Water Plant Operator

Department: Public Works

Supervisor: Public Works Director

FLSA Status: Non-Exempt

PW-WW

\$37,440.00 - \$41,600.00 Annually

\$18.00 - \$20.00 Hourly

JOB SUMMARY

The purpose of this classification is to perform responsible technical work in operating the City's water treatment plant. Work involves monitoring the plant operations; performing needed preventive maintenance, and repair on the water plant, meters, and other related facilities, maintaining, updating records, and logs.

MAJOR DUTIES

- Assists with water operations and maintenance functions.
- Checks and inspects all water wells, pump stations, lift stations, and related equipment for proper operations
- Controls pressure and flow of water in the distribution system; maintains water pressure; operates, oils, and adjusts pumps and machinery, records pertinent information
- Maintains daily field log, complete work orders, and communicate with other city employees on work done.
- Maintains equipment, buildings, and ground in a clean and orderly manner and performs minor repairs on equipment as required
- Operates and maintains filters, chemical dispensers and related equipment.
- Responds to after-hours emergencies.
- Maintains a safe working environment.
- Attends required training classes.
- Collects samples of potable water for bacteriological and chemical; adds chemicals to the water system by prescribed standards
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of water treatment plant principles, operations, and equipment.
- Knowledge of water system maintenance and repair principles.

- Knowledge of safe work principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge in basic mathematics
- Knowledge of department policies and procedures, and federal, state, and local laws and regulations.
- Knowledge in operating Plants preferred.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in the operation of heavy equipment, hand and power tools.
- Skill in planning, organization, and decision making.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water Plant Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal environmental regulations, city ordinances, and city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY / SCOPE OF WORK

- The work consists of related technical duties. Changing environmental conditions contribute to the complexity of the position.
- The purpose of this position is to monitor and coordinate the operations and repair of a water treatment plant and related infrastructure. Successful performance contributes to the efficiency and effectiveness of plant operations and to compliance with federal and state regulations.

CONTACTS

- Contacts are typically with co-workers, contractors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.
- The work is typically performed in a water treatment plant. The work may also be performed outdoors, occasionally in extreme weather conditions. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts and contagious or infectious diseases. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education or G.E.D.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. Must have experience in Plant operations and/or ground water operations.
- Possession of a valid driver’s license issued by the State of Texas for the type of vehicle or equipment operated, Class B CDL with air brakes and tanker Endorsement optional.
- Possession of a Class D water license and able to obtain a Class C groundwater operator license within 2 years.

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name