

Woodfin Sanitary Water and Sewer District
Position Classification System: Water Treatment Plant Operator I

General Description:

Under the direction of the Water Treatment Plant Supervisor, performs skilled and semi-skilled work in the operation and maintenance of the water treatment plant and its facilities and equipment.

Features of this Position:

An employee in this position performs work associated with the operations and maintenance of the water treatment plant and its associated facilities located at the treatment plant such as: storage tanks, pumps and appurtenances, testing equipment and facilities, and other responsibilities as may be designated by the Water Treatment Plant Supervisor. Work involves processes that culminate in the production of safe potable water that meets local, state and federal regulations, and may include: collecting and analyzing water samples, maintaining proper feed levels of treatment chemicals, ensuring that all treatment processes are operating in the intended manner, and obtaining proper readings and recording of same. An employee in this position must be able to understand and maintain proper record-keeping procedures and exercise independent judgment as may be required for the safe operation of the water treatment plant. Work in this classification is performed under supervised conditions with little contact with the public or other employees.

Essential Job Functions:

- Monitors the performance of mechanical devices and instrumentation within the water treatment plant and ensures all pumps, meters, and other control devices are properly configured to efficiently and effectively operate the plant as intended.
- Collects water samples for the purposes of analyzing the treatment process; performs laboratory tests and records data and information as required.
- Properly starts-up and shuts-down the plant when required.
- Checks meters, gauges, and dials, and records data and information as required.
- Assists in maintaining proper calibration of equipment.
- Ensures the water treatment plant, storage tanks, pumps, laboratory, and other appurtenances and facilities are in proper operating condition at all times and maintains records of inspections.
- Monitors the water treatment plant SCADA system for proper plant operation and records readings as required.
- Prepares and submits reports and records when required.

Additional Job Functions:

- Maintains the grounds around the water treatment plant as required.
- Performs housekeeping duties as required.
- Performs other duties as may be assigned by supervisors.

Woodfin Sanitary Water and Sewer District
Position Classification System: Water Treatment Plant Operator I

Necessary Knowledge, Skills and Abilities:

- Ability to comprehend the operating principles and practices associated with the production of treated water in a municipal setting.
- Ability to comprehend the safety practices and hazards associated with the production of treated water.
- Ability to comprehend the local, state and federal rules and regulations that govern the operation of a water treatment plant in a municipal setting.
- Ability to comprehend the maintenance requirements of equipment contained within the water treatment plant.
- Ability to comprehend the chemical treatment methods related to the production of treated water.
- Ability to comprehend laboratory testing methods and terminology.
- Ability to comprehend information obtained from meters, dials, gauges, and other equipment associated with the treatment plant to ensure the quality of the water being produced at the plant.
- Ability to operate and understand basic computer functions related to the duties associated with the position.
- Ability to recognize the improper operation or malfunction of any system related to the production or testing of treated water and undertake the proper steps for correction and/or reporting of such deficiencies.
- Ability to properly obtain and record readings associated with the treatment and/or testing of water.
- Ability to communicate effectively orally and in writing.
- Ability to safely and effectively operate motorized vehicles, computer equipment, electrical equipment, hand tools, and other motorized and non-motorized equipment.

Acceptable Experience and Training:

A high school diploma or Graduate Equivalency Degree is required for this position. A candidate for this position must be able to demonstrate that he or she possesses, through experience, education or training, or any equivalent combination of experience and training the required knowledge, skills, and abilities to perform the essential job functions of this position.

Additional Requirements:

An employee of this class must be willing and able to obtain a class "C" surface water treatment certificate issued by the State of North Carolina within 18 months from the date of employment. An employee in this position must hold a valid driver's license at the time of hire and must maintain license validity during his or her term of employment with the District.

Woodfin Sanitary Water and Sewer District
Position Classification System: Water Treatment Plant Operator I

Other Assignments:

From time to time an employee in this position may be assigned other duties outside of the normal scope of responsibilities listed within this position classification description. This job description is not intended to be an all-inclusive list of responsibilities assigned to this position and should not be interpreted as such. Assignments outside the scope of this description are to be considered temporary in nature and should not be construed as a demotion or significant alteration of normal job duties unless otherwise communicated to the employee by the District.

Working Environment:

Employees in this position may experience frequent exposure to the elements and adverse conditions during the normal course of duties. Employees may be exposed to or work in the vicinity of chemicals, dust, and other materials that require proper safety precautions.

Physical Requirements:

Physical efforts in this position are moderate and involve standing, climbing, stooping, reaching and walking, and lifting of up to 100 lbs. Dexterity in the use of fingers and limbs is required for this position. Extended periods of sitting, standing, and light lifting of up to 15 lbs. is experienced in this position. Employees in this position must possess adequate hand-eye coordination and sensory perception abilities.

Tools and Equipment:

Employees may be required to operate: motorized vehicles, office equipment, computer keyboards, hand tools, and other motorized and non-motorized equipment during the course of duties in this position.