



|                                |                          |
|--------------------------------|--------------------------|
| <b>Job Title</b>               | Water Treatment Operator |
| <b>Department</b>              | Public Works             |
| <b>Employment Status</b>       | Full-Time                |
| <b>Exempt/Nonexempt Status</b> | Non-exempt               |

### Scope of Work

This position is responsible for performing skilled work to operate and maintain the Town's Water Treatment facility and ensuring clean and safe water is supplied to the Town.

### Supervision

|                 |                                  |
|-----------------|----------------------------------|
| <b>Received</b> | Water Treatment Facility Manager |
|-----------------|----------------------------------|

|                  |      |
|------------------|------|
| <b>Exercised</b> | None |
|------------------|------|

### Essential Job Functions

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Regularly tours and monitors the treatment facility to check equipment; reports malfunctions and unsafe conditions.
- Collects water samples daily and analyzes the results.
- Monitors the SCADA system for problems and makes necessary adjustments.
- Repairs pipes, and cleans up chemical leaks and spills.
- Ensures compliance with all State and Federal water quality regulations.
- Back-washes and air sources all filters, as needed.
- Conducts samples of filters on an annual basis.
- Prepares all forms and paperwork and submits them to the appropriate parties.
- Cleans dirty water and recycle water tanks.
- Regulates and adjusts motors, pumps, engines, valves, and other apparatus to meet changing operating conditions.
- Cleans and services pumps, engines, motors, and other equipment.
- Makes repairs and/or reports defects to the Facility Manager.
- Paints, cleans, and performs other maintenance to buildings and grounds.
- Required to be "on-call" for response to alarms and emergencies.
- Performs simple laboratory tests relating to the operations of the plant.
- Inspects and maintains safety equipment.
- Assists with snow removal operations, as needed.

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

### Other Job Functions

- Performs related duties as assigned.

### Requirements of Work

A high school diploma (or equivalent) is required and at least 1 – 3 years of experience in water treatment operations or a related trade.

### Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

|                     |   |
|---------------------|---|
| <b>Knowledge of</b> | <ul style="list-style-type: none"> <li>• Water quality operations.</li> <li>• Operating characteristics and maintenance requirements of a water treatment plant.</li> <li>• Hydraulic, chemical, and mechanical principles related to water treatment plant operations.</li> <li>• The use of electrical meters, testers, and generators.</li> <li>• Hydraulics and pneumatics, and lab work.</li> <li>• Mechanical and electrical operations, welding, and plumbing.</li> <li>• Occupational hazards and the proper safety methods and procedures used to avoid or minimize risks.</li> <li>• The use of specialized equipment used in the maintenance and repair of plant operations (e.g., HMI, GIS and SCADA).</li> <li>• The use of standard office equipment including computers and relevant software programs.</li> </ul> |
| <b>Ability to</b>   | <ul style="list-style-type: none"> <li>• Understand and carry out instructions.</li> <li>• Work independently with minimal supervision.</li> <li>• Diagnose mechanical operations equipment problems and determine proper remedial measures.</li> <li>• Use plant monitoring and control software.</li> <li>• Make appropriate repairs to plant operations and equipment.</li> <li>• Understand laboratory water tests and chemical balance.</li> <li>• Establish and maintain effective working relationships with contractors, supervisors, coworkers, and the general public.</li> </ul>   |
| <b>Skill in</b>     | <ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Troubleshooting and problem solving.</li> </ul>  |

### Necessary Special Requirements

Water Treatment Operator Level T2; valid driver's license

## **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.

- Work is performed both indoors and outdoors; hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee may frequently be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness and humidity, dim or bright lights, dust, odors, noise, vibrations, toxic agents, electrical currents and disease.
- The employee must occasionally lift and/or move up to 20-50 pounds, and sometimes lift 50+ pounds.

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*