

HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WATER TREATMENT OPERATOR II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve and to perform duties in the operation and maintenance of an assigned treatment plant to produce potable water in accordance with state, federal and local guidelines.

ORGANIZATIONAL RELATIONSHIP

Direct Supervisor: HWU Water Treatment Manager

Direct Reports: N/A

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Produces potable water in accordance with Federal, State and local regulations and policies.
- Understands water treatment theory, technology and operations of various plant processes and apply that knowledge in enabling Henderson Water Utility to produce high quality water with reliable efficiency and consistency.
- Duties involved include: visual inspection of all equipment, grounds, and buildings upon each shift, monitoring of gauges, flowmeters, charts, SCADA, conducting water analysis tests for treatment process control, determine feed rates for chemicals, make timely and responsible adjustments to treatment chemicals based on data, observation and sound reasoning, backwash filters, perform condition assessments of processes, record plant performance data and all other duties necessary for the safe and successful operation of the treatment plant.
- Attends appropriate training seminars/workshops/meetings.
- Accurately and truthfully maintains all required records such as operating logs, chemical inventories, maintenance logs and all other records, internal and external, as instructed.
- Performs preventive and scheduled maintenance on plant process equipment, such as inspecting and/or replacing chemical pump tubing, inspecting and/or replacing chemical feed lines, etc.
- Performs proper house-keeping and building/grounds maintenance as required. This includes cleaning, lawn care, painting, assisting plant maintenance personnel, etc.
- Maintains and ensures a safe work environment, follows all safety guidelines and requirements, and reports all safety accidents, near-misses, issues, and/or concerns to Supervisor.
- Participates and cooperates in all requested safety investigations.
- Assists other departments, outside contractors, regulators, engineers, consultants, etc., in supplying them with necessary information pertaining to work, projects, repairs, inspections related to the treatment plant.
- Promotes a positive work environment and a cooperative attitude.

- Maintains consistent and predictable attendance.
- Communicates effectively and courteously with coworkers, outside associates and the public.
- Diligently works towards solutions within the framework of a team.
- Has a full understanding of the regulations and internal/external goals that govern the operation of the treatment plant.
- Has a full understanding of applicable Standard Operating Procedures (SOPs).
- As directed by the Water Treatment Manager, orders supplies and chemicals in a timeframe that maintains a consistent inventory.
- Organizes and participates in a variety of special projects that provide public education, such as plant tours, career day programs at schools, presentations at Board meetings, etc.
- Organizes and participates in a variety of special improvement projects at the treatment plant, such as pilot projects, research and development, chemical trials, etc.
- Participates in the development of goals and procedures for various aspects of plant treatment, operations and operator training.
- Operates a variety of heavy equipment including backhoes, bobcats, loaders, forklifts, and etc., as well as highly technical, specialized and sensitive process control and analysis equipment.
- Provides lead supervision and training to assigned personnel in appropriate treatment methods, treatment techniques, HWU & City policies, regulations, and goals.
- As directed, assigns and/or organizes tasks and projects with plant operators.
- Identifies resource needs and supply the necessary background information and justification for presenting the need to your Supervisor.
- Assists the Water Treatment Manager in the budget process and maintaining expense controls to meet that budget. Identify areas where savings can be gained.
- Perform the assigned duties of the Water Treatment Manager in the event of an extended absence of the Water Treatment Manager or during an emergency.
- Maintains Class 4A licensure.
- Maintains 24/7 availability of contact and responsiveness to emergencies.
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.
- Covers shifts of other personnel as necessary, requested and available.

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

The Kentucky Division of Water (KYDOW) requires that water treatment plants are staffed by no less than Class IIIA licensed operators at all times. These regulations are stipulated and defined in 401 KAR 8:030 and 11:040.

Minimum requirements: High school diploma or GED and a valid driver's license. A Water Treatment Plant Operator II must possess and maintain an active class IVA certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extreme, machinery, vibrations, electric currents, or toxic agents.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Water Utility) at the discretion of the employer, or as the needs of the employer and/or requirements of the job change. Henderson Water Utility explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.