

HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

WATER TREATMENT OPERATOR I

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.

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.

- Work with Water Treatment Manager, Water Treatment Operator II, or Maintenance employees to receive training;
- Perform general operational duties of the treatment plant but consults Water Treatment Manager when significant decisions regarding operations must be made;
- Work to control costs wherever possible while keeping focus on the long-term objectives of the plant and the Utility;
- Monitor plant operations; performs periodic tours of the plant;
- Make routine checks and visual inspections of mechanical equipment to ensure it is operational;
- Perform daily operational tasks including washing filters, calibrating chemical pumps, reading gauges, running sludge press, filling chemical tanks, collecting samples, and deliver samples;
- Perform assigned water quality tests;
- Monitor the rate of chemical feed and water flow and make adjustments as necessary;
- Monitor turbidity, gauges, meters, filter press, and control panels;
- Change tanks, wash filters, and make other equipment or control adjustments as necessary;
- Monitor inventory of supplies, chemicals, and operating materials and notify HWU Water Treatment Manager if needs arise;
- Follow standard operating procedures related to the operations of the assigned treatment plant including assigned daily operator responsibilities;
- Perform routine maintenance and preventative maintenance of treatment plant and related equipment as assigned;
- Perform general cleaning/janitorial work, grounds keeping, and routine painting as needed;
- Provide assistance to maintenance crews as needed/assigned;
- Visually inspect plant and all equipment daily to ensure proper functioning;
- Provides training and guidance to fellow HWU Water Treatment Operators I;
- Assist fellow Water Treatment Operators in making decisions related to treatment plant operations;
- Assist in orienting new HWU Water Treatment Operators to the plant and the treatment process;

- Assist the HWU Water Treatment Manager in developing a strategic plan for the treatment plant, including long and short term objectives and related budgets, which coincide with the overall plan and goals of the Utility;
- Assist in carrying out the plant and Utility goals;
- Work with other departments in the design and evaluation of projects;
- Perform all functions related to maintaining state and federal regulatory compliance for the assigned treatment plant;
- Stay current on governmental mandates;
- Attend appropriate training seminars/workshops/meetings as requested;
- Record work activities in daily log, complete lab sheets and maintain other operational spreadsheets and documentation;
- Prepare and maintain various operational reports as requested; maintain other appropriate documentation as requested;
- Follow proper process control measures;
- Ensure personal compliance with all state safety regulations and HWU safety policies;
- Ensure proper housekeeping in plant and surrounding areas;
- Attend appropriate safety meetings as requested;
- Participate in accident investigations as requested;
- Report and/or correct all identified safety hazards;
- Report all work related accidents, incidents, and near-misses to supervisor and/or safety department;
- Participate in finding solutions to safety or health related hazards;
- Get involved in showing new employees the proper safety procedures;
- Maintain personal safety equipment appropriately;
- Participate in Safety Committee as requested;
- Stay current with computer systems including SCADA;
- Maintain a positive attitude with other HWU employees; maintain good public relations;
- Maintains regular and predictable in-person attendance during regular business hours of the Water Utility is required.
- Maintain availability to respond to emergency calls 24 hours a day 7 days a week;
- Respond to emergencies as needed; receive off-hours emergency and maintenance calls;
- Direct calls to on-call System Operations Center personnel as appropriate;
- Work various shifts as assigned by HWU Water Treatment Manager;
- May be called in as necessary in the case of other operator illness or emergency;
- May be required to operate heavy equipment to load and remove supplies/materials

ADDITIONAL FUNCTIONS

Performs related duties as required, necessary, or assigned.

MINIMUM QUALIFICATIONS

Minimum requirements: High school diploma or GED and a valid driver's license.

Additional requirements: An operator must be able to take and pass a KYDOW Class IIIA certification test within 24 months of hire. An operator must be able to take and pass a KYDOW Class IVA certification test within 36 months of hire. Thereafter, an active class IVA certification must be maintained.

Desired: One or more of the following: 4 years of experience in wastewater treatment/collections or water distribution OR 2 years or more experience in water treatment operations at a Class II or higher treatment plant OR an Associate’s degree or higher in environmental engineering, environmental technology, and/or the biological, chemical, or physical sciences OR at least 61 post-secondary semester hours in environmental engineering, environmental technology, and/or the biological, chemical, or physical sciences with a passing grade OR at least 91 post-secondary quarter hours in environmental engineering, environmental technology, and/or the biological, chemical, or physical sciences with a passing grade.

WORK SCHEDULE

The regular shift operators work 12 hour shifts. There is a day shift (7AM – 7PM) and a night shift (7PM – 7AM). The shifts are based on the 2 week pay period where on one week there are 36 hours worked and the next there are 48 hours worked.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	X			X	X		
Week 2		X	X			X	X

There is also a relief operator shift that is typically an 8 hour/40 hours per week shift, when not providing coverage.

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.