

JOB DESCRIPTION

Town of Ashland City Water Treatment Plant

CLASSIFICATION TITLE:	Water Treatment Plant Operator I.
DEPARTMENT:	Public Utilities
REVISION DATE:	10-10-19
REPORTS TO:	Water Treatment Plant Chief Operator
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Exempt
PAY RANGE:	Pay Grade Level 3

JOB SUMMARY

This is the first of four levels in the Water/Wastewater Treatment Plant Operations series. The Water Treatment Plant Operator I. is viewed as a training position. The goal for the position is to learn plant operations thoroughly and begin preparation for the State of Tennessee Grade III Water Treatment Operators examination, respectively. The individual in this position will be regularly evaluated for his/her first three months in this position to determine if individual will be suited for the position long term and if determined to be a good candidate will be scheduled for formal operator training through the State of Tennessee. This position will access and properly operate all process equipment, above and below ground level through direct supervision of the Water Treatment Plant Chief Operator and through Standard Operating Procedures (SOP). This position will perform all necessary laboratory, operational and maintenance duties of the plant. This position will operate a computer using a windows environment, use spreadsheets and utilize computerized SCADA system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to report on time for work and perform the duties of the position for an entire shift for the entire workweek and to perform overtime. May be required to work evenings, nights, weekends, or On-Call shifts.
- Trains to and operates and maintains a wide variety of pumps, motors, chemical feed equipment, disinfection equipment and other related equipment used in water treatment.
- Trains to and monitors all plant operations regularly for proper operation and treatment. Learns to make changes needed as directed by supervisors and/or Standard Operating Procedures.
- Trains to and operates, troubleshoots and performs corrective actions in plant operations while adhering to Standard Operating Procedures to ensure finished potable water quality meets or exceeds the standards of EPA and the Tennessee Department of Environment and Conversation.
- Trains to and collects samples at various stages of the treatment process and performs a variety of chemical and biological analyses.
- Performs cleaning/preventative maintenance tasks necessary to keep plant facilities, equipment, vehicles and tools in operable condition; duties may include inspecting and calibrating equipment, performing minor repairs, replacing parts, refueling vehicles, checking/replacing fluids, greasing, washing and cleaning equipment.
- Trains to and operates Supervisory Control and Data Acquisition (SCADA) system.
- Trains to and monitors plant status and water pump stations/tanks through the SCADA system and make adjustments at the treatment plant as necessary to meet the changing flows/demands from water distribution system.
- Trains to and determines when to change various chemical dosages based on lab results and alarm systems; calculates appropriate chemical dosages and changes dosages by adjusting the necessary equipment and making appropriate computer entries to ensure that discharge water quality or finished potable water meets all applicable standards.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections when appropriate. Prepares or completes various forms including DOR's, reports, correspondence, logs, checklists, charts, maintenance records or other documents, either hand written or computer generated.

- Maintains sanitary cleanliness of work areas, the treatment plant and associated facilities. Focus on areas may be directed by supervisor.
- Maintains records in compliance to Federal, State and City regulations.
- Follows all OSHA, Federal, State and City safety regulations, utilizes all safety equipment and monitors work environment to ensure safety of employees and other individuals. Report any accidents immediately to supervisor.
- Correctly wear appropriate personal protective equipment when required.
- Promote the teamwork environment. Assist coworkers when necessary.
- Prepares for state certification exam by attending classes and studying for the exam.
- Required to work shifts (day and/or night) as assigned by the Chief Plant Operator.
- May have to work after hours or an additional shift in some situations.
- Any other duties as assigned by supervisor.

QUALIFICATIONS

- High school diploma or GED.
- Must have a valid Tennessee Driver's License.
- Must obtain required minimum TN Grade III. Water Treatment certification within 36-months of employment.
- Must pass pre-employment drug screen in accordance with Town of Ashland City policy.

SKILLS AND ABILITIES

- Must be able to wear all mandatory safety equipment when required.
- Must have good verbal and written communication skills.
- Ability to comprehend all EPA and TN Dept. of Environment and Conservation rules and regulations relative to water treatment.
- Ability to understand maps, drawings, blueprints, manufacturer's data, gauges, computer printouts, and etc.
- Excellent mathematical aptitude.
- Ability to understand the significance of laboratory results.
- Must have excellent organizational skills.
- Must be able to perform multiple tasks.
- Excellent inter-personal and customer service skills.
- Ability to work independently and with a group.
- Attention to detail.
- Excellent mechanical aptitude.
- Ability to determine nature and seriousness of system malfunctions and to take remedial action.
- Ability to work alone on an operating shift and to take responsibility for previously outlined procedures.
- Ability to establish and maintain effective working relations with other employees and the general public.

EQUIPMENT OPERATED

- Various laboratory equipment
- Water treatment plant equipment including, but not limited to screens, air blowers, pumps, dewatering equipment, etc.
- General hand tools
- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Cell phone
- Radio
- Service truck

WORKING CONDITIONS

- Working conditions are indoors as well as the field environment with exposure to noise, dust, heat, cold, rain and other inclement weather conditions.

- Working environment is indoor and outdoor setting with periods of heavy workloads in which multitasking is required.
- General physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered with various jobs.
- Work environment can be dirty with unpleasant odors.
- Frequently works near moving mechanical parts.
- Frequently exposed to toxic fluids, caustic and acidic chemicals and gases.
- Occasionally exposed to fumes, airborne particles, risk of electrical shock, vibration and loud noise due to pumps, etc.
- Occasionally works in confined spaces.
- Mandatory overtime is sometimes required.
- Must be available to work rotating shifts, including night weekends and holidays.
- Shift schedule is subject to change without notice.

USUAL PHYSICAL DEMANDS

- Must be able to lift and move 50 lbs. Even though greater weights at times may be lifted, carried or placed.
- Must be able to climb heights over 30ft or depths, including confined spaces of 30+- ft.
- Must be able to stand, walk, climb, bend or balance, taste and smell.
- Must be able to sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear.
- Must be able to see close, distance, color, peripheral, depth and focus.
- Will be exposed to standing on concrete and tile floors for long periods of time.
- Dexterity and fitness sufficient to safely operate, utilize and maintain tools and equipment used in work.

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Department Head's Signature ____/____/____
Date

City Recorder's Signature ____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature ____/____/____
Date