

## UTILITY 1/ WATER PLANT OPERATOR

### GENERAL STATEMENT OF DUTIES

Under direct supervision of the Public Services Superintendent, perform technical semi-skilled and labor work in the operation, maintenance, and repair of equipment and machinery in the water treatment plant. Maintain records, prepare reports, and perform related work as required. Perform required water quality testing within the operations of the filtration plant.

### TYPICAL JOB FUNCTION

*An employee in this position may be called upon to do any or all of the following job 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 typical function adequately.*

1. Control treatment plant machines and equipment to provide continuous water treatment and pumpage meeting state requirements during their shift for human consumption, industrial use, and fire protection.
2. All operators must possess knowledge of operating a membrane filtration system and equipment.
3. Responsible for hourly (or more often if needed) plant checks to include, but not limited to, turbidity monitoring, system pressures, elevated tank levels, valve operations, trans membrane pressures.
4. Continually monitor the levels of Chlorine, Fluoride, pH, and Alkalinity.
5. Adjust plant flows and chemical feeds to meet demands of the day, filling chlorine day tank, and to be knowledgeable on how to perform Clean-In Place (CIP) procedures for membrane cleaning.
6. Keep superintendent informed concerning supplies needed for plant and laboratory operations.
7. Responsible for answering telephones in a courteous matter.
8. Responsible for recording service call requests and forwarding on to the superintendent or day shift operator.
9. Locate and rectify problems in the water production/transmission system and if not able to do so, promptly obtain help from necessary resources.
10. Notify superintendent or (in the superintendent's absence) chief operator immediately of any serious problems with the water plant.
11. Complete daily shift end reports and, if necessary, inform the relieving operator of plant conditions and settings.
12. Perform general plant maintenance (cleaning, yard work, painting, etc.)
13. Perform related work as required.

### **SPECIAL DUTIES DAY SHIFT**

In addition to daily operation duties:

1. Perform meter reading conduct service calls, and covering shiftwork.
2. Collect distribution water samples and perform basic water distribution work (meter maintenance, turn on/off service, hydrant flushing when needed, etc.)

### **SPECIAL DUTIES AFTERNOON SHIFT**

In addition to daily operation duties:

1. On an as needed basis assist with meter reading and service calls, covering shiftwork.
2. Set up bacteriological samples. Analyze and record bacteriological sample results.
3. Notify superintendent of any questionable bacteriological results.
4. Finalize daily reports.
5. Fill chemical day tanks (as needed).
6. Secure plant for shut down hours and set all alarms.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Graduation from an accredited High School or GED.
- Possess a minimum F-4 Certification from the State of Michigan Department of Environmental Quality (MDEQ) or capable of obtaining one within 18 months of service.
- Appropriate knowledge of the rules, regulations, methods, materials, and equipment used in water treatment plant operations and maintenance.
- Appropriate knowledge of water pumping and distribution systems.
- Ability to follow appropriate water sampling and testing procedures.
- Mechanical ability.
- Problem solving ability.
- Appropriate knowledge of various chemical agents used in testing and treating procedures.
- Self-starting and capable of working independently.
- Ability to remain on the premises during working hours until such time that the relief has arrived or the plant has been shut down and secured for the night.
- Ability to work different shifts (including midnights if necessary).

- Ability to apply principal of rational systems, to solve practical problems and deal with an assortment of variables. To interpret a variety of instruction furnished in written, diagrammatic, or schedule form.
- Ability to use practical application of addition, subtraction, multiplication, fractions, percentages, ratios, measurement, proportions, etc.
- Ability to read, write, speak English language.
- Be able to prepare documents. Letters, correspondence, and reports with proper grammar.
- Ability to hear/listen to customers, staff and others and respond to questions, answers, and instructions.
- Possess basic computer skills and acceptable knowledge of Microsoft Word and Excel

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to walk, sit, use hands to handle or feel, and reach with hands and arms. The employee must also be able to stand, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to heavy weight. The ability to move freely about the city from one worksite to another and climb stairs. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and/or heavy machinery equipment and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment can be loud.

**THE CITY OF ALGONAC DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICE.**

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE. IT IS USED AS A GUIDE FOR PERSONNEL ACTIONS AND IS SUBJECT TO CHANGE BY THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**