

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E830
FLSA:	N
WC:	7520
PG:	506
EEO:	3

CLASSIFICATION TITLE: WATER PLANT OPERATOR I

PURPOSE OF CLASSIFICATION

The purpose of this classification is operate, monitor, and maintain water treatment plant systems and related equipment to provide quality drinking water for public use and to produce quality effluent water in compliance with federal, state and local requirements.

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. Other duties may be required and assigned.

Oversees and monitors the treatment process and laboratory analysis; inspects work performed by staff; performs periodic safety checks; monitors feed rates of chemicals and hazardous materials; oversees entry of operational and inventory data into computer.

Controls water treatment plant treatment plant operations in accordance with all established regulations, standards, and procedures; operates and monitors plant/systems via computer; conducts visual plant inspections and monitors plant operations/processes to ensure proper operations and to detect equipment failures, potential leaks, or other problem situations; conducts field inspections or remote station inspections makes adjustments in plant operations as appropriate; performs preventive maintenance checks and procedures on plant equipment; reports faulty equipment or problem situations to appropriate personnel.

Collects or receives water samples for chemical analysis; conducts regular chemical tests to determine the chemical composition of water, to control quality, and to ensure compliance with federal and state regulations; performs testing to identify levels of alkalinity, calcium hardness, chlorine, conductivity, dissolved oxygen, phosphate, pH, silt density index, settleable solids, suspended solids, total dissolved solids, total hardness, volatile solids, or other materials; conducts periodic quality control tests; logs test results on daily charts and log sheets.

Monitors gauges, meters, and charts to ensure proper plant operations; maintains logs/records of plant operations, meter/gauge readings, test results, chemical applications, and other data; assists in preparing mandatory reports for submission to regulatory agencies.

Performs plant maintenance, building maintenance, grounds maintenance, or general/manual tasks in support of department operations; calibrates equipment/instruments; cleans/replaces cartridge filters; cleans and replaces vessel membranes; mixes chemical solutions; inspects fire extinguishers; resets electrical circuits; paints surfaces; rakes grounds around dumpster; loads/unloads materials; lifts/moves heavy materials; maintains plant security; and fills in swales after washouts.

Performs general cleaning/maintenance tasks necessary to keep plant facilities, equipment, and tools in operable condition, which may include inspecting equipment, performing minor repairs, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Operates various machinery, equipment and tools associated with plant operations, which may include a motor vehicle, chemical feeder, motor, valve, chlorinator, hoist, pH meter, turbidimeter, spectrophotometer, dissolved oxygen meter, hazardous gas meter, gauges, chlorine analyzer, titration equipment, telemetry system, vacuum cleaner, safety equipment, laboratory instruments, testing materials, rake, shovel, hand tools, or mechanic tools.

Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; six (6) months of experience in water distribution or water treatment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain Class III Water Treatment certification and Water Laboratory Analyst certification.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

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, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

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 (50-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, 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 dust, pollen, odors, wetness, humidity, temperature and noise extremes, machinery, , electric currents, traffic hazards, bright/dim lights, and toxic agents.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.