



Water Treatment Plant Operator

Job Specification
Classification: Competitive
Series: Water Treatment Plant
Level: 2 of 5

DISTINGUISHING FEATURES OF THE CLASS: This is the second level of the Water Plant series and is responsible for monitoring gauges, making operational adjustments, conducting lab tests, and adding chemicals to adjust levels as necessary. This level is required to work alone and will be responsible for all types of problem solving and providing work direction to less experienced Operators. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Operates and monitors pumps, valves, gates, engines, electric motors, chemical feed, and other related flow, pressure control and storage facilities to control and adjust flow and treatment processes.
- Performs routine maintenance work on the filter plant facility, which includes: performing filter backwashes; oiling, greasing, cleaning, painting, and calibrating water treatment equipment; emptying and changing chlorine tanks; and/or, performing other related activities.
- Performs laboratory tests, including turbidity, chlorine residual, and pH testing; calibrates lab equipment for proper lab results.
- Checks reservoir levels and pump station operations; verifies levels visually.
- Maintains and updates log books; records reading of meters, gauges, and scales according to federal and state guidelines.
- Performs maintenance of building and grounds, including operation of mowers, chain saws, snow removal equipment, and painting supplies.
- Reads meters to determine and document chemical levels and water usage. Determines and controls proper chemical dosage rates according to established guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Water treatment plant operating policies and procedures;
- Basic laboratory tests and equipment;
- Water treatment plant equipment and operations;
- Data interpretation methods;
- Applicable tools and equipment for plant maintenance;
- Recordkeeping practices and log maintenance;
- Basic occupational health and safety procedures;
- Safe work practices;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Use tools necessary in making general repairs and adjustments to motors, pumps, and other equipment;
- Understand and carry out oral and written instructions and prepare simple written reports;
- Sample and test chemical requirements for potable water supplies;
- Follow lab procedures;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Analyze and interpret lab results;
- Compile data and information;
- Keep maintenance and water test results and logs according to guidelines;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and 1 year of experience in a water treatment plant with facilities for filtration.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Candidate must possess IIA certification issued by the NYS DOH at time of appointment. Must maintain certification for continued employment.

Classification history:

Adopted:

Revised: 3/20/2012