

WATER TREATMENT OPERATOR I

GENERAL DESCRIPTION: Performs responsible semiskilled work on an assigned shift; operates water treatment plant equipment and facilities; Employees in this class are responsible for the operation of water filters and chemical feeders used in the treatment of water. Duties include the taking of samples for laboratory analysis, and the reading and recording of meters at regular intervals. The work is supervised by the Assistant Water Treatment Director through inspection, and by observing the effectiveness of plant operation through the analysis of shift reports and chemical laboratory tests.

ESSENTIAL FUNCTIONS OF THE JOB:

- Periodically checks chemical feeders, chlorinators, pumps, filters and other equipment to ascertain it is operating properly;
- Operates, oils and adjusts pumps and machinery;
- Starts and stops pumps;
- Regulates valves and observes flow dials;
- Keeps daily log of shift operations, reads logs of previous shifts and makes reports;
- Reads gauges and transmits information to supervisor;
- Draws samples of water for routine laboratory tests and analysis;
- Adds chemicals to water system in accordance with prescribed standards;
- Washes filters periodically;
- Makes visual inspection of working apparatus and grounds;
- Keeps water treatment facility and grounds in clean condition;
- Takes telephone calls of complaints and reports nature of complaints to supervisor;
- Inspects reservoirs and records water levels;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the functions and servicing requirements of mechanical equipment and machinery; willingness and ability to learn the processes involved in the purification of water including routine chemical tests; ability to inspect machinery and mechanical equipment in operation, and to detect flaws and defects in operation; ability to read simple meters and charts accurately, and to maintain simple records of shift operation; ability to understand and follow oral and written instructions; mechanical aptitude. Dexterity to operate machinery.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED and some experience in the operation of a water treatment facility, or any combination of experience and training which provides the required knowledge, skills and abilities to perform

in this position. Employees in this class have two years to obtain Water Treatment Operator I certification issued by the State of Tennessee.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort, i.e. some standing, climbing, stooping, reaching and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task involves frequent walking; standing; some lifting and carrying objects of heavy weight (50-100 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions. Task may involve exposure to noise, hazards and chemicals.

Sensory Requirements: Tasks requires odor perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires color perception and discrimination. Task requires sound perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 13
Non-Exempt
April 12, 2010