

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Water Plant Operator II

Department: Environmental/Public Works

Pay Grade: 508

FLSA Status: Non-Exempt

Job Code: E820

JOB SUMMARY

The purpose of this classification is supervise shift operations and coordinate activities involving operation, monitoring, and maintenance of water treatment plant systems and related equipment to provide quality drinking water for public use and to produce quality potable water in compliance with federal, state and local requirements.

ESSENTIAL JOB FUNCTIONS

- Serves as lead to assigned staff; provides leadership, motivation, and guidance to staff; monitors status of work activities and assists with problem situations.
- Compiles data for regulatory reports and enters data into computer; produces operational reports for submission to regulatory agencies.
- Assists in supervising plant operations; 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 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, membrane softening skid, chlorinator, hoist, pH meter, turbid meter, 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.
- Secures purchased water via remote valves.
- 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.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or equivalent; one (1) year of experience in water treatment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain State of Georgia Class II Water Treatment certification.
- Possess and maintain Confined Space certification
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Required to pass and maintain BAC-T proficiency testing.

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- 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.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- 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.
- 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.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate sounds, visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with 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 has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.