

Water Treatment Plant Operator

CITY OF ARCADIA, FLORIDA Classification Description

CLASSIFICATION TITLE: Water Operator
DEPARTMENT: Water Plant

FLSA Status: N

Population as of 2010 Census – 7,637

Salary Range: \$31,200 – 39,520
\$15.00 hr – 19.00 hr

WORK OBJECTIVE

Position is responsible for highly skilled and advanced knowledge of ion exchange water treatment methods to ensure safe and regulatory compliant drinking water for residents and business establishments of the City. Employees in this classification have previous experience in ensuring regulatory compliance with water treatment standards

MINIMUM QUALIFICATIONS

High School Diploma/GED; Requires Florida Water Operator's Certification class "C"

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Calculates the amount of water in storage; modifies flow rates to ensure appropriate storage levels; modifies chemical rates accordingly.
- Collects and performs laboratory sample analysis to ensure adherence to regulatory chemical/additive parameters
- Monitors chemical/additive inventory to ensure appropriate supply/stock levels at all times.
- Monitors processing equipment to ensure proper operating conditions; performs minor maintenance/calibration as necessary to maintain proper operations condition; performs basic troubleshooting in the event of malfunction and reports results to supervisor for timely resolution
- Performs routine general maintenance in and around plant facilities, grounds, and equipment inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklist
- Maintains logs and records regarding plant operation during shift, e.g., flow rates, analysis results, chemical use, volume processing, equipment maintenance and calibration, temperature recording
- Responds to inquiries from consumers; provides resolution or directs to appropriate entity
- Monitors alarms for possible equipment malfunction or failure; notifies Palm Beach County Health Department in the event of malfunction or equipment failure (e.g., after main breaks)

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- Coordinates with collection and distribution crews on leaks, main breaks, or related critical events; responds to emergency call-in in the event of hurricane or related critical events
- Provides training and direction to less experienced staff, e.g., equipment operations, rate/flow modifications, chemical/additive parameters

ADDITIONAL POSITION FUNCTIONS

Key competencies

- verbal and written communication skills
- professional personal presentation
- math skills, ability to add, subtract, multiply and divide units of measure
- attention to detail
- initiative
- reliability
- stress tolerance

Personal Appearance

- maintain a neat and well-groomed appearance
- maintain an attentive posture

City Representation

- maintain confidentiality and show discretion
- adhere to company policies and procedures
- represent the City in an ethical and professional manner
- maintain a complete knowledge of the City's structure, personnel names and titles
- remain calm under pressure

Communication Skills

- write well using correct grammar and spelling
- communicate verbally with confidence and clarity
- ask effective questions
- follow instructions properly
- understand and respond to non-verbal signals

Computer Skills

- MS Word
- Outlook
- Excel
- Internet/Intranet
- accurate and fast typing skills

Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

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PHYSICAL REQUIREMENTS

The City of Arcadia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Arcadia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

ENVIRONMENTAL REQUIREMENTS

Tasks are regularly performed with potential for exposure to adverse conditions, such as odors, wetness, humidity, fumes, noise extremes, machinery, vibrations, toxic/poisonous agents, and/or electric currents.

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I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date