

## **POSITION DESCRIPTION**

**Title:** Water Treatment Plant Operator  
**Department:** Public Services  
**Union:** Technical Professional Officeworkers Association of Michigan  
**Salary Scale:** \$22.44 – \$23.56 DOQ  
**Status:** Full-time w/benefits

### **GENERAL PURPOSE**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water treatment facilities and systems. The Howell Water Plant is a 7 day, 2 shift (minimum) system. This position will require working weekends, holidays and could be a second or a swing shift.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Water Treatment Plant Operations Manager. Might receive directions from the lab &/or maintenance coordinators.

### **SUPERVISION EXERCISED**

None generally. In the future may serve as a lead worker over lower level operators or part time / summer employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works in a lab / maintenance setting – Must be knowledgeable and capable of the operations of the water system, including lab, maintenance, wells, pumps etc.

Monitors the performance of all equipment, gauges and charts in the water treatment plant. Records statistical data concerning plant operations.

Maintains, operates, repairs and replaces equipment as necessary, which could include changing out chemical feed pumps that use strong acids.

Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, State and Federal clean water requirements; Gathers and tests water samples for plant reports as required. Monitors water quality and turbidity, and checks chlorine and fluoride levels.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that the plant operates within required standards.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meter and other water monitoring equipment.

This is an hourly position with on-call rotation and overtime expected, including responding to emergency calls nights, weekends and holidays.

Performs related duties as assigned.

## **PERIPHERAL DUTIES**

Maintains departmental equipment, supplies and facilities.

Could serves on various employee or other committees as assigned.

## **DESIRED QUALIFICATIONS**

### **Education and Experience:**

1. Graduation from high school education or GED equivalent supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
2. Two (2) years of experience in a water utility preferred.
3. Any equivalent combination of education and experience.

### **Necessary knowledge, Skills and Abilities:**

1. Working knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities.
2. Working knowledge of laboratory procedures and practices.
3. Skill in operation of some of the listed tools and equipment.
4. Ability to perform process control calculations.
5. Ability to work safely; which includes working with acids, alkaline, gases etc.
6. Ability to communicate effectively verbally and in writing.
7. Ability to establish and maintain effective working relationships with employees, other departments and the public.
8. Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

1. Valid State Driver's license.
2. A State of Michigan F-4 Certification as a Water Treatment Plant Operator is required for this position and must be maintained throughout employment, through continuing education credits (CEC's). Based on testing requirements for the F-4 Certification, candidates applying for this position will be given two (2) opportunities (1 year) to attain the F-4 Certification.
3. This position includes on-call rotation and overtime expected, including responding to emergency calls nights, weekends and holidays.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, chemical feed pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, computer and a variety of lab equipment.

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee frequently works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests, psychological exam and physical exam to include drug screening may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.