



Resolution: 020926-F

Job Title: Grade 4 Operator

Department/Division: Water Division

Reports To: Operations Manager

Direct Reports: N/A

Salary Class/Salary Grade: Classified/Grade 19

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

This is a skilled position responsible for the daily operation of the water system including but not limited to the membrane treatment plants, wells, tanks, booster pump stations, generators, metered wholesaled interconnections, remote monitoring sites and the SCADA system. Employee is knowledgeable regarding ADEM regulations and permit requirements. Employee monitors water quality and makes appropriate adjustments to water treatment process to meet or exceed State and Federal drinking water standards and to comply with ADEM permit requirements. Employee monitors tank levels and system demands and makes adjustments to water production or water purchases to meet daily demands and to comply with wholesale water agreements. Employee conducts routine water quality testing, equipment calibrations, site visits and investigates water quality complaints in accordance with ADEM requirements and maintains appropriate written records documenting the work performed. Employee must be available to work nights, holidays and weekends, various shifts, and be available to work "on call" as needed.

ESSENTIAL JOB DUTIES:

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- Makes regular inspections of membrane treatment plants, wells, tanks, booster pump stations, generators, interconnections, and monitoring sites
- Takes corrective action immediately once a water quality issue is identified and notifies Water Production Coordinator, Operations and Technology Manager, and General Manager
- Completes preventative maintenance at all Board facilities and makes timely repairs with co-workers, vendors and contractors

- Calibrates instruments associated with water system in accordance with ADEM regulations and Board preventive maintenance schedules
- Investigates water quality complaints with customers and conducts necessary testing
- Assists with well and distribution system sampling as needed. Assists with sample delivery to testing laboratory
- Participates in community outreach including the Shelby County Water Festival, City Fest, presentations to civic organizations and guiding tours of the membrane treatment plants
- Assists with ADEM inspections
- Notifies supervisor immediately regarding unusual events such as loss of water production, equipment failures, suspicious activity, water quality concerns, accidents, or unsafe conditions
- Monitors chemical supplies, changes out chlorine cylinders as needed, monitors and orders chemicals timely to prevent interruption in supply
- Verifies all reagents are within date
- Assists with winterizing water system facilities and equipment
- Assists with the preparation of the Monthly Operating Report for accurate and timely submission to ADEM
- Prepares other regulatory reports, submittals and information as requested
- Operates and controls membrane filtration plant, PLCs, pumps, electric motors, and actuated valves
- Monitors membrane water plants and SCADA system to regulate flow, chemical feed rates, booster pump station operation, tank levels and interconnections
- Assists with annual budget as needed
- Attends training as necessary to expand job knowledge and to maintain Grade IV certification
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent communications skills required
- Considerable knowledge of water system operation and the methods, materials, and techniques used in a water treatment
- Considerable knowledge of the safe handling and use of water treatment chemicals
- Considerable knowledge of standard laboratory test procedures, sampling techniques and the necessary skills to use the water analysis equipment, laboratory equipment, meters, and gauges
- Considerable knowledge of the occupational hazards of water treatment and the necessary safety precautions
- Knowledge of the tools, materials, and equipment used in water treatment operation
- Knowledge of computers and software. Ability to prepare written correspondence and spreadsheets

- Ability to perform mathematical calculations and apply concepts of basic algebra and geometry
- Ability to exercise independent judgement and work through operational challenges as they occur
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Excellent record keeping required
- Ability to develop and maintain effective relationships with other employees and the public

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. or any combination of education and experience equivalent to three years' experience in the operation of a water treatment plant
- Grade IV Water Operator Certification from Alabama Department of Environmental Management (ADEM)
- Ability to read and write English
- Must possess valid driver license and maintain an acceptable driving record

The physical activities required for this position involve: Frequent sitting, using hands, talking, and hearing; occasional standing, walking, reaching with hands and arms, stooping, and kneeling. Ability to walk, stand, bend, kneel, and stoop for prolonged periods of time.

This position requires lifting: Up to 50 pounds

This position has the following special vision requirements: Ability to read information both in print and electronically.

ENVIRONMENTAL WORKING CONDITIONS: The following physical conditions and hazards may be encountered while working in this position: weather, uneven surfaces

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date