

City of Lake City, FL

Classification Description

Classification Title: WASTEWATER PLANT OPERATOR "B"
Department: WATER DISTRIBUTION

Pay Grade: 9 4
FLSA Status: Non-Exempt

General Description

This position requires technical work in the operation and maintenance of a Treatment Plant. Work is performed under the general direction of the WWTP Superintendent.

Nature of Work

Essential Functions:

- Assists in the operation of water treatment or water pollution control facilities and maintenance thereof including collecting and analyzing samples, testing and supervising the running of tests.
- Analyzes and adjusts individual plant processes.
- Performs routine and preventive maintenance and repair of equipment, gauges, pumps, etc.
- Maintains proper biological balance processes for quality effluent.
- Monitors all plant systems for problems, reads charts, meters, and gauges. Helps to correct malfunctions. Collects samples and performs routine laboratory analysis.
- Maintains plant logs, water analysis records, and other computer data.
- Supervises subordinate trainees and other personnel.
- Assists in the training of personnel.
- Checks records and reports. Drives a vehicle.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for data entry. Uses computers for word processing and/or accounting purposes. Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related

WATER/WASTEWATER PLANT OPERATOR "B"

to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the treatment plant operations, policies, procedures and methods;
- Ability to make and maintain records and reports. Ability to organize, establish priorities, supervises technical employees and to assure high quality operations at all times;
- Ability to work rotating shifts;
- Ability to supervise the work of subordinates; and
- Good mechanical skills.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and three (3) years experience in the operation and maintenance of treatment plants. Must possess a State of Florida Class "B" Water Operators Certification. Must have a valid Florida Driver's License with an acceptable driving record.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth Perception
- Distinguish colors
- Walking
- Climbing
- Smelling
- Driving

Environmental Conditions:

- Works inside
- Works out-of-doors in various weather conditions with: noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, slippery surfaces, uneven surfaces, in or with moving objects and odors
- Works at heights (up to 60 feet)
- Works with vibrations

WATER/WASTEWATER PLANT OPERATOR "B"

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature