



# Water Quality Operator I

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**DEPARTMENT:** Public Works  
**DIVISION:** Water Quality  
**SUPERVISOR:** Water Quality Manager  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

## **POSITION SUMMARY**

Performs a variety of entry level tasks at the Wastewater Treatment Plant, the Sanitary Sewer Lift Stations, and the Water Filtration Facility. Performs activities to assist in the operation of the treatment facilities, including monitoring processes and computers, conducting lab and clerical work, and in maintaining equipment, facilities, structures, and grounds.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Water Quality Manager.

## **SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

### **Water Filtration Facility**

- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis.
- Conducts in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Assists in the organization, scheduling, and performance of all routine maintenance on equipment such as lubrication, oil changes, and belt changes.
- Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.

### **Wastewater Treatment Plant**

- Maintains plant logs and reports and other clerical and administrative duties, as necessary.
- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary.
- Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.

- Contains and disposes of hazardous wastes generated by the lab.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Performs other duties as assigned as it pertains to this job and department.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from a high school or GED equivalent.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Skill in operation of some of the listed tools and equipment.
- b. Ability to perform process control calculations.
- c. Ability to work safely.
- d. Ability to communicate effectively verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- f. Ability to understand and carry out written and oral instructions.

### **SPECIAL REQUIREMENTS**

- Must possess a valid state driver's license or ability to obtain prior to employment.
- Must be able to use basic spreadsheet and word processing computer programs to enter data.
- Trained in confined space procedures and use and containment of hazardous chemicals used.
- Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

## **TOOLS AND EQUIPMENT USED**

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

## **PHYSICAL DEMANDS**

The physical demands herein 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 these essential job 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 and talk or hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

- Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.
- Vision sufficient to read small print, computer screens, and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth 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.

- Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and lift stations, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions.
- Work environment varies from normal office and lab setting to outside in all types of weather conditions, around chemicals, moving machinery, or other potential hazards. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- Position has normal business hours.
- Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.

## EMPLOYEE ACKNOWLEDGMENT

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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 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.

I acknowledge that I have received a copy of the **Water Quality Operator I** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Water Quality Operator I

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Water Quality Manager

\_\_\_\_\_  
Date