

CITY OF EFFINGHAM

Job Description

Title: Water Treatment Plant Operator Class A	Grade: Defined within CBA
Reports To: Lead Water Treatment Plant Operator	FLSA: Non Exempt
Department: Public Works	Modified Date: July 15, 2014

JOB SUMMARY:

Performs skilled technical work in the operation of a water treatment plant; does related work as required. The Water Treatment Plant Operator is responsible for the safe and economical operation of the water treatment plant in accordance with modern public health standards, including but not limited to, City of Effingham ordinances and regulations, IEPA and USEPA regulations. The employee is responsible to maintain a constant check on the water treatment facility, water towers, standpipe and ground storage. The work is performed under the general supervision of the Lead Water Treatment Plant Operator, Operations Manager and/or Director of Public Works, who reviews work through discussions and examination of plant records and reports.

ESSENTIAL FUNCTIONS:

- Collects samples, conducts lab tests or causes to have lab tests performed;
- Reads meters, gauges and dials and keeps logs of readings;
- Regulates water levels in all units;
- Reviews plant log records, gauges, meters and other plant testing and measuring devices to see that equipment is functioning properly and accurately;
- Responds to emergency calls;
- Performs plant maintenance, including repair and overhaul maintenance of equipment, on a regular basis and records data appropriately;
- Performs laboratory tasks, making required EPA and IEPA tests, ordering chemicals, etc.;
- Keeps abreast of professional developments in the field, including appropriate professional development hours to be maintained in accordance with appropriate regulations;
- Submits reports to the appropriate agencies, including but not limited to the IEPA Permit.;

CITY OF EFFINGHAM

Job Description

- Operates the water treatment plant in accordance with the current IEPA standards;
- Performs other related duties with the other Divisions within Public Works as required.

SECONDARY FUNCTIONS: Performs other related duties as required

SUPERVISORY FUNCTIONS: None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPETENCIES:

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

CITY OF EFFINGHAM

Job Description

- Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- Communication - Listens and gets clarification, ability to read, write and understand instructions.
- Cooperation - Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.
- Job Knowledge - Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments and standards. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.
- Quality - Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality. Generates suggestions for improving work.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

CERTIFICATIONS, LICENSES, REGISTRATIONS: Class A Water Operator's License and a valid Commercial Driver's License (CDL).

REQUIRED EDUCATION/OR EXPERIENCE:

Associate's degree or equivalent from two-year college or technical school; or one year to two years related experience and/or training; or equivalent combination of education and experience.

CITY OF EFFINGHAM

Job Description

PREFERRED EDUCATION/OR EXPERIENCE:

Associate's degree or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

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 walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to stand. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

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 is regularly exposed to risk of electrical shock; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; vibration. The noise level in the work environment is usually moderate to loud.

CITY OF EFFINGHAM

Job Description

SIGNATURE/APPROVAL

Employee

Date

Operations Manager

Date

Director of Public Works

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.