

## Charles Town Utility Board - Job Description

Job Title: Water Operator Class I

Grade UH2

### Job Summary

Under supervision of a Class II or higher, performs a wide variety of skilled technical duties to operate, maintain and repair the water treatment facilities and systems, perform routine analysis and keep operational records.

From the Charles Town Water Treatment Plant Operation & Maintenance Manual June 1990:

The Charles Town water treatment plant operators must understand how the entire plant operates and how to control each unit or section so the plant will do the job it is intended to do. It is important that the operator knows the function of each piece of equipment, how it works, what its limits are, and how to maintain it. Operator must abide by all the safety rules and understand what to do in an emergency, what alternates are available and how to remedy situations to prevent major shutdowns or repairs. Maintain all the necessary logs and records of each operating system as described in the operating instructions and make daily adjustments and changes as recommended by the supervisor. Perform all preventive maintenance in a safe and effective manner and advise their supervisor of any abnormal or unusual operating situations. Keep work area clean and neat and stocked and maintain an adequate inventory of all the required operating supplies. Help with clean-up and maintenance of equipment as requested. Collect samples and perform routine analysis of the process as required. The operator will report to the supervisor and receive his daily operating instructions and work schedule from the Chief Operator.

### Essential Job Duties and Responsibilities

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The duties listed below 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 class.

1. Performs daily maintenance and operation of facilities, including the operation of the water treatment system in order to meet local, State and Federal regulations.
2. Reports and is involved in repairs and the monitoring of control panels; chlorinator; fluoridators; liquid chemical feed pumps; repairs gauges, pumps, filters and other controls and equipment. Begins to gain an understanding of the calibrations of instrumentation and control equipment including recorders, flow meters and other water quality monitoring equipment.
3. Analyzes water and effluent samples in accordance with local, State and Federal requirements. Records statistical data concerning plant operations. Posts results of plant charts on level gauges and flow meters after making rounds at predetermined times. Reports test result issues and problems to Chief Operator.
4. Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal requirements; gathers and tests water samples for plant operation; enters data in appropriate log books.
5. Gains an understanding of the performance of laboratory equipment, gauges and charts in the treatment plant.
6. Periodically cleans, paints, performs general housekeeping duties and makes minor repairs to the physical property of the plant assuring an appearance of a well-kept facility.
7. Reports electrical systems, circuits or equipment repairs necessary at the treatment plant.
8. Assists with the repair of water quality equipment, water distribution system needs, source of supply and treatment plant systems to ensure that all aspects of the system are functioning properly.
9. Assists in keeping and maintaining all files, records and any information pertaining to the plant. Obtains, through Bureau of Public Health, the proper certifications required as an operator.
10. Performs after-hours emergency work and on-call duties and related work and duties as needed or assigned.
11. Promotes an image of professional, courteous service as a representative of the City and the Board.

#### Knowledge, Skills and Abilities

- General knowledge of water treatment equipment, facilities, materials, methods and procedures used in maintenance and operation activities.
- Knowledge of laboratory procedures and practices.
- Requires the ability to understand and act on oral and/or written instructions.
- Requires knowledge of safe construction and work standards.
- Requires passing a professionally administered pre-employment physical examination certifying ability to perform work-related tasks and duties. Hepatitis B series also required.
- Ability to establish successful working relationships and work with angry or difficult customers.

#### Equipment Used

Equipment and tools used include dump truck, truck and trailer, generators, compressors, boat and trailer, computer, gauges, common hand and power tools, calculator, certain lab equipment, mower, shovel, pick, rake, and broom.

#### Physical Requirements

Employee spends a majority of work-shift using equipment and performing tasks requiring repeated bending, crouching, stooping, stretching, or crawling. Occasional activities require working from elevated workplaces. Daily operations require unaided lifting of objects weighing as much as fifty (50) pounds.

#### Hazardous Conditions

Hazardous conditions encountered on a daily basis include: constant danger from moving mechanical parts in wet, slippery and humid conditions. Employee works with chemicals that could be hazardous or dangerous if used in an unsafe manner.

Occasional hazards encountered include: tripping or slipping due to terrain, weather conditions or working at the source of supply.

Possible hazards include: contact with hazardous or toxic materials, fumes or airborne particles, risk of electrical shock, and vibration.

#### Qualifications

Experience: In accordance with State of West Virginia Department of Health and Human Resources, Bureau for Public Health, Title 64, Series 4, as a Class I Public Water Supply Operator and a Flouride License.

Education: High School graduate or equivalent. College, trade school training desirable. First Aid, CPR training and computer skills also desirable. Laboratory Certification desirable. Requires possession of a valid State of West Virginia driver's license.

Reports Directly To and Review Responsibility: Water Chief Operator

Drafted: July 17, 1998, Updated: November 10, 2008, Updated: December 2012, Update: July 2020

(Note: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties that may be performed. Duties are subject to change as operational needs justify.)