

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: WATER PLANT OPERATOR CURRITUCK COUNTY WATER DEPARTMENT

GENERAL STATEMENT OF THE JOB

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at a water treatment plant on an assigned shift. Work involves collecting and testing water samples, and controlling mechanical, electrical, and chemical equipment involved in pumping and/or treating water. Adjusts chemical feed as required, monitors tank levels, and answers inquiries or complaints from the general public. Reports to the Water Plant Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Obtains water samples for required tests including, but not limited to, checking water acidity, turbidity, chlorine, and levels of irons, nitrates, alkalinity, fluoride, color, hardness, and conductivity.

Operates and maintains wastewater disposal equipment; performs maintenance on pumps, motors, and mixers etc. as needed.

Inspects control systems and meters, and on the basis of such information makes adjustments to controls in conformance with operating instructions; obtains information pertaining to external water distribution systems and makes repairs or adjustments to controls and instruments; calibrates instruments, as necessary.

Utilizes mathematical formulas to calculate chemical feed rates; adjusts feed rates accordingly.

Monitors and records tank water levels.

Starts and stops pumps to maintain proper pressures.

Maintains plant records, including operating logs and maintenance work sheets.

Responds to inquiries from the general public pertaining to plant operations, procedures, programs, etc.

Performs routine custodial duties in various areas of plant, as necessary.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Completes assigned work by the Public Utilities Director or their designee. Performs other related work as required.

WATER PLANT OPERATOR

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with one to two years experience in the operation of water treatment plants; or any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Prefer possession of a Class C Water Treatment Plant Operators Certification, Wastewater Operator Grade I Certification issued by the State of North Carolina. Possession of a valid driver's license issued by the State of North Carolina.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machinery and water treatment plant equipment including pH meters, turbidimeters, computers, calculator, water pumps, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for that of Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, maintenance records, letters and memos, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office and water treatment plant equipment.

WATER PLANT OPERATOR

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the operating principles and practices and the maintenance requirements of water treatment plant equipment and machinery.

General knowledge of the occupational hazards and safety precautions associated with water plant and related activities.

General knowledge of chemistry as applied to water treatment.

General knowledge of water testing procedures.

Knowledge of standard laboratory principles, techniques, terminology and equipment.

Ability to understand and follow specified operating and recording procedures.

Ability to detect defects and to take appropriate action in the operation of water treatment equipment chemical feed systems and other related equipment.

Ability to keep accurate records and prepare reports.

Ability to exercise considerable tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 06/20/2016 (REV BOC)