

CITY OF HAVRE

WATER TREATMENT FACILITY OPERATOR

DEPARTMENT: Public Works

ACCOUNTABLE TO: Water Treatment Facility Superintendent and Assistant Water Treatment Facility Superintendent

SUMMARY OF WORK: This position operates and maintains all water treatment equipment, facilities, and performs water treatment testing and processes.

JOB CHARACTERISTICS:

Nature of Work: This position requires ability to perform all duties associated with the operation of the Water Treatment plant. Position requires work in extreme temperatures and/or wet conditions; may work alternating shifts and must be available for call-outs due to emergencies or unexpected conditions. Must exercise safety precautions in dealing with hazardous conditions or materials.

Personal Contacts: Frequent contact with the public; daily contact with the Supervisor and other Public Works employees.

Supervision Received: Daily supervision from the Water Plant Superintendent and/or Assistant Superintendent.

Supervision Exercised: Supervision of operators in training.

Essential Functions: Position requires ability to: communicate orally and in writing, calculate, read and understand complex laws and regulations. Must be physically able to: operate and maintain equipment, visually inspect facilities, lift heavy objects weighing up to 75 pounds, work in confined areas, walk and crawl on uneven ground, use hand and power tools, and climb stairs and ladders.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Operates, maintains, and tests disinfection facilities. Perform required sampling and testing; maintains inventory of chemical supplies; and performs and records process control tests.
- Calibrates monitoring equipment, operates data processing and control equipment, and operates and maintains control systems.
- Records and reports data in plant daily logs.

- Operates and maintains pumps, motors, sludge collection systems, filters, flusher systems, air compressors, air dryer, pneumatic valves and positioners, chemical feeders and pumps, booster pump stations and wells, reservoirs, basins, and clearwells, settling pond, weir, intake valves and screens, mixers, recorders, meters, and transmitters, plumbing and heating, electrical/mechanical hoists, lifting equipment, pallet, and hand trucks, plant vehicle, and liquid alum storage tanks.
- Maintains State Water Quality Bureau monthly reports.
- Maintains buildings and grounds at facility.
- Assists in orientating and instructing operator-in-training personnel.
- Performs other related duties as required.

(See Water Plant List of specific responsibilities for operation and maintenance of facilities and equipment.)

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of: practices and procedures of fresh water treatment; applicable state and federal rules and regulations; operation and maintenance of water plant equipment; mathematics, hydraulics, hydro-geology, electricity, microbiology, chemistry, and physics.

Skills: This position requires skills in mechanics, welding, plumbing, record keeping, and training.

Abilities: This position requires the ability to: work in extreme temperatures; follow and explain safety procedures; work extended hours and be on-call for emergencies; climb, crawl, walk on uneven ground, manipulate heavy objects and hand tools; inspect; communicate effectively orally and in writing; maintain accurate records; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma or GED equivalent.
- At least one year of operator training experience.
- Must possess a Montana State Class 1B Certified Operator license.
- Must possess a valid state of Montana driver's license.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Competently performs duties of operator.
- Keeps current knowledge of practices in water treatment.
- Knows and applies all applicable laws and regulations.
- Ensures proper sampling and testing.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

Employee Signature

Department Head Signature