



TITLE: Water Treatment Plant Operator I
JOB CODE: 1007
GRADE: 107
DEPARTMENT: Utilities
REPORTS: Water Treatment Plant Chief Operator or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: October 21, 2008
REVISION DATE(S): June 1, 2010; July 12, 2022; January 9, 2024

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under regular supervision performs responsible skilled work in the operation and maintenance of a Water Treatment Plant and related equipment. Limited supervision may be exercised over Water Treatment Plant Operator Trainees.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Makes regular tours of the treatment plant and checks motors, generators, pumps, filters, R. O. treatment units, generators, pumps, filters, polymer equipment, chlorination, and other equipment for proper functioning.*
- Monitors chlorine residuals and sodium hypochlorite tank levels; makes chlorine feed rate adjustments.*
- Collects water samples and performs routine laboratory tests; makes necessary adjustments to meet changing conditions.*
- Cleans and regulates and adjusts motors, pumps, valves, and other apparatus to meet changing conditions.*
- Monitors gauges, meters, control panels, etc.; controls tank levels and flow rates.*
- Makes emergency repairs and performs preventive maintenance on plant equipment.*



- Adds chemicals and rotates equipment.*
- Operates computer SCADA system to control and monitor plant flow and machinery.*
- Records readings from meters and instruments and maintains records on plant operations.*
- Monitors telemetry system; calls out field crews for alarm situations.
- Investigates field calls from customers regarding water pressure issues, water quality issues, odors, etc. Dispatches response crews.
- Performs general maintenance and housekeeping duties at the treatment plant.
- Helps train new employees.
- Troubleshoots water process problems.
- Operates a forklift.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty 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.

Education and/or Experience:

- Some knowledge of the operating characteristics and maintenance requirements of the equipment in the Water Treatment Plant. Knowledge of hydraulic, chemical, and mechanical principles pertinent to Water Treatment Plant operations.
- Some experience with Water Treatment Plant operations and system pressures. Some experience with filtration systems and electric operating valves used for Water Treatment Plants.
- Must have graduated from an accredited High School or GED Equivalent.

Certifications, Licenses, Registrations:

- Must possess a Drinking Water Treatment Plant Operations Class "C" license from FDEP.
- Must possess a valid State of Florida driver's license.

Knowledge, Skills & Abilities:

- Knowledge of the practices, methods, techniques, and equipment used in the operation and maintenance in treatment plants and systems.
- Knowledge of the hydraulic, chemical, and mechanical principles pertinent to plant operations.
- Knowledge of telemetry systems.



- Knowledge of the use and care of hand tools.
- Knowledge of how to use computers and SCADA systems associated with plant operations.
- Knowledge of health and safety factors in water treatment and operating plant equipment.
- Knowledge of the chemical and physical processes involved in the treatment of water.
- Ability to establish and maintain an effective working relationship with other City departments, public officials, employees, and the public in an effective, courteous, and cooperative manner.
- Ability to focus on the positive in every situation.
- Ability to stay centered when challenged.
- Ability to model respect for individuals, teams, and the organization.
- Ability to establish and maintain the trust and confidence of the department and public.
- Ability to understand and comply with oral and written instructions.
- Ability to read meters and charts accurately and ability to maintain records of operations.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to write clearly when filling out shift sheets and documenting data in logbooks.
- Ability to read and comprehend technical manuals.

PHYSICAL DEMANDS

Must be able to lift, carry and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, sensitizers, poisons, gases, irritants, asphyxiates, moving mechanical parts, and pathogens.

DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.