



Lake Whatcom Water & Sewer District Job Description

Job Title: Water Treatment Plant Operator

FLSA Status: Non-Exempt

Reports To: District Engineer/Assistant
General Manager

Revision Date: May, 25, 2011

POSITION PURPOSE:

Serves as the primary/lead Water Treatment Plant Operator for the District's Water Treatment Plants. Responsible for the District's day-to-day water quality compliance testing programs and operations and for meeting all governmental reporting requirements. Maintains the District's water sampling program and analyzes information to identify preventive and corrective maintenance problems, and recommends maintenance priorities. Performs primary and secondary maintenance duties as assigned. Assists the District with planning, directing, maintenance, operation, and coordination of activities related to all water quality system operations

REPORTING RELATIONSHIPS:

Reports to the District Engineer/Assistant General Manager who assigns and reviews work and monitors performance. The incumbent coordinates District water treatment plant operations with the Maintenance Supervisor, and provides lead direction to operations and maintenance staff in Water Treatment Plant activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Coordinates the District's water quality program to ensure compliance with State and Federal regulations; conducts daily water quality sampling and tests; maintains related records; and prepares monthly reports and other reports for compliance with regulatory requirements; performs daily systems checks; trouble shoots system problems, adjusts, and/or reports system errors;
- Identifies and recommends water treatment plant specific standard operating parameters and procedures;
- Ensures that all water quality compliance testing and reporting is completed; ensures adequate supply of chemicals is procured and maintained at treatment plants for routine operations;
- Conducts water treatment plant specific operator training and coordinates scheduling of preventive maintenance and emergency water treatment plant repairs with the Maintenance Supervisor;
- Collects information from field reports and maintenance records, and visual inspections as necessary for use in maintenance planning; analyzes information to identify preventive and corrective maintenance priorities for the District's water treatment plants;
- Responds to emergency call-out for troubleshooting and/or repair of main breaks, equipment failure, and/or system repairs;
- Serves as a back-up resource for Maintenance and Operations staff and performs related duties and assists in installation of water meters; maintenance, repair, or replacement of water and sewer utility lines and connecting devices as needed;
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Regulations and standards applicable to water quality monitoring, cross connection control and public notification requirements;

- Maintenance and repair requirements of the District's water and wastewater systems, facilities and equipment;
- Methods and techniques utilized in planning, scheduling, maintenance and repair work;
- Methods necessary to locate District's water and wastewater facilities;
- Techniques used to implement and promote water conservation;
- Safety, rules, regulations and procedures necessary to maintain a safe work environment;
- Criteria used to evaluate the quality of water and wastewater system installations.

Skill in:

- Performing water sampling tasks;
- Troubleshooting cross-connection, water quality and water supply system problems;
- Documenting field work and preparing reports;
- Recognizing and recording numbers accurately, to make mathematical computations rapidly and accurately;
- Reading and understanding water and wastewater utility specifications, plans and profiles.
- Establishing and maintaining effective interpersonal relationships at all organization levels and with the public;
- Communicating effectively verbally and in writing with co-workers, supervisor, and the general public;
- Prioritizing work, accommodating interruptions, and meeting deadlines;
- Using office equipment such as telephones, computers, fax machine and calculators;
- Operating and maintaining construction equipment, power and hand tools;
- Responding to customer problems and/or performing emergency maintenance and repairs on nights, weekends, and holidays.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience: Three years progressively responsible experience in the maintenance, repair and operation of public works facilities with water, sewer and plant operations including at least two years experience in water disinfection, testing and sampling of a water supply, cross connection control and water system flushing.

Education: High school diploma.

Licenses and Certifications Required:

- Water Distribution Manager II Certification
- Water Treatment Plant Operator II Certification
- Cross-Connection Control Specialist Certification.

Within six (6) months of employment:

- Obtain and retain Washington State Flagging/Traffic Control Card
- Obtain and retain Washington State First Aid Card.

Within one year of employment possess and maintain

- Valid Washington State Class A Commercial Driver's License with Air Brake and Tanker Endorsement.

WORK ENVIRONMENT:

Duties are performed in an office environment and in the field with travel to meetings and projects. Field work has exposure to varying weather conditions for extended periods of time, hazardous conditions, including but not limited to entry into confined spaces, working in and around excavations, automobile and equipment traffic, climbing reservoirs, exposure to live sewer systems, human waste, gases, fumes, loud noises, chemicals, pesticides, tools, dogs, etc. Subject to 24-hour call-back/standby as assigned to resolve customer problems and/or perform emergency maintenance on nights, weekends, and holidays, and be available for callbacks to assist in emergency repairs.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: May 25, 2011

Patrick Sorensen, General Manager