JOB DESCRIPTION

Job Title: Water Plant Operator Trainee

Department: Public Works

Shift: Day

FLSA Status: Non-Exempt

Salary: DOE

**SUMMARY**

The purpose of this position is maintaining and operating water plant production, treatment, and storage equipment to provide potable water for consumption and fire protection, meeting requirements. The work involves responsibility for work of average difficulty in following a prescribed schedule for checking water treatment plant operations. Plant operations include production, treatment, and storage. The work is performed under the direction of the Water Plant Supervisor and/or Foreman. Errors can normally be detected but could result in a serious disruption of water service to the city. The work involves dealing with irritant chemicals; working around moving parts and some physical exertion such as shoveling sludge from catch basins. The work is periodically checked by the supervisor and/or foreman.

This position is considered temporary assignment and anticipates the individual receiving the certification Classification I in water production, treatment, storage, and distribution.

**ESSENTIAL DUTIES and RESPONSIBILITIES**

* Start and regulates motors, pumps, and valves by manipulating switches, levers, and wheels to transfer water into treatment plant or to transfer processed water to consumers.
* Reads and interprets meters and gauges to determine need for regulating equipment to regulate the speed of pumps and the rate of flow of materials and to control pressure.
* Control water elevation and distribution of water.
* Lubricates fan motors, control units, and makes minor adjustments and repairs to equipment.
* Check motors, fan belts, and hoses and replace when necessary.
* Greases and pack pumps.
* Records meter readings and other operating data.
* Write and maintain reports.
* May observe and test condition of water using stand laboratory tests for chlorine content, alkalinity or acidity and adds or adjusts purifying chemicals and softening agents.
* Backwashes filters daily to clean tanks and filter beds.
* Performs general cleaning and maintenance duties.
* Cleaning of processing tanks and walkways with chemicals and detergents.
* Paint tanks, basins, and other equipment.
* Cleans precipitates such as grit, sludge, and trash from pumps and catch basins.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform ach 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 EXPERIENCE

High school Diploma or general education degree (GED); combination of training and experience that would provide knowledge and abilities

Possess knowledge in the operations and minor maintenance of mechanical and electrical equipment and of the processes involved in the treatment, productions, and storage of potable water for distribution.

Maintain technical training and expertise as required to meet all regulatory and operational requirements.

* LANGUAGE SKILLS

Ability to understand and follow oral and written instructions with little possibility of change.

* MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to perform operation using weight measurement, volume, and distance.

Ability to read gauges, charts, and read and record meters readings accurately.

* OTHER SKILLS and ABILITIES

Ability to maintain operating data and write reports.

Ability to lubricate and inspect electrical and mechanical equipment. Ability to repair minor defects and malfunctions of operations using knowledge of operation and service requirements of electrical and mechanical equipment.

Ability to work safely using knowledge of occupational hazards and safety precautions.

**CERITIFCATES, LICENSES and REGISTRATIONS**

* Valid Louisiana Driver’s License
* Maintain technical and expertise as required to meet all regulatory and operational requirements

**Necessary Special Requirements**

**Individual must obtain Water Distribution, Production, and Treatment Certificate Classification I or higher within twelve (12) of assignment to this position.**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable with disabilities to perform the essential functions, The employee must occasionally life and/or move up to forty (40) pounds, climb stairs to a height of twelve (12’) daily, frequently grip and operate valve hand wheels and occasionally excavate with hand tools to a depth of eighteen (18) inches for periods of short duration. While performing the duties of this job the employee is regularly required to sit, stand, walk, reach with hands and arms, and use hands to handle or feel.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

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EMPLOYEE SIGNATURE

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