

EEO CATEGORY	- Operators
COMPENSATION STATUS	- Non-Exempt
COMPENSATION GRADE	- III

WATER TREATMENT PLANT OPERATOR TRAINEE

GENERAL

This is routine, semi-skilled work operating and maintaining the water treatment plant monitoring and operating equipment, processes and distribution system. Work is performed in a plant facility and in surrounding chemical and mechanical buildings under varying weather conditions. Work normally is performed in a 40-hour week on rotating shifts. Some overtime may be necessary, and incumbents are subject to callback for operating emergencies. An employee in this class works under the supervision of the Water Treatment Plant Supervisor and may receive direction from the Water Treatment Plant Chief Operator. Limited independent judgement is exercised, and work is performed in accordance with established procedures and practices and under direct supervision.

An employee in this classification;

- Participates in the operation and control of treatment plant equipment and processes;
- Maintains structures, equipment, machinery and related apparatus;
- Operates clarification, filtration and pumping equipment;
- Monitors information sources to assure proper operations;
- Provides for addition of treatment chemicals into raw water;
- Conducts various process tests; and
- Maintains / flushes fire hydrants;
- Maintains data and prepares various reports and logs.

EXAMPLES OF WORK PERFORMED

1. Assists in Operating Water Treatment Plant / Distribution System (45%)

- Operates clarification equipment, filters, chemical feed machines, medium- and high-service pumps, chlorinators and related equipment.
- Takes hourly readings and regular samples from various points in the treatment process.
- Performs process testing to ensure water quality parameters are met.
- Assists in proper delivery, transfer and use of chemicals in water treatment.
- Checks chemical supplies stored at plant site and notifies plant operator of status.
- Cleans water treatment equipment and assigned work areas to ensure proper functioning and sanitary conditions.
- Records pertinent information on standards forms.
- Monitors equipment and system controls to assure proper treatment and maintenance and sufficient water supply and pressure.
- Maintains / flushes fire hydrants and records information related to static and residual operating pressure, gallons per minute of flow, and the general condition of hydrants and pilot valves. Makes repairs as necessary.
- Assists with Area Wide Optimization Program (AWOP) certification as necessary.

2. Assists in Performing Plant Maintenance (45%)

- Inspects and makes minor adjustments on pumps and related equipment.
- Maintains, adjusts and repairs a variety of equipment, machinery and control systems under direct supervision.
- Inspects and performs preventive maintenance on motors, blowers, pumps, compressors, chemical feeders, rotary distributors, and flotation units.
- Regularly checks emergency equipment. Cleans pipes and performs related plumbing tasks.
- Install and/or replace equipment and machinery.
- Participate in major plant equipment installations and equipment overhaul.
- Completes necessary equipment operations paperwork including the use of computerized programs, work orders for repair, inventory control via GIS / GPS reports, operating time and activities, and the like.

3. Responds to Customer Inquiries. (5%)

- Provides after-hours responses to system status inquiries.
- Responds to notification of system emergencies.
- Answers telephone inquiries and provides customers with information and/or assistance.

4. Performs Other Duties as Directed.

(5%)

- Performs such duties as assigned by immediate supervisor or designated management personnel. It is understood that, as a utility, HWEA provides water and wastewater treatment to its customers, and any duty necessary to perform these functions may be required of any employee, even if not listed in the position description.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of safety procedures.
- Some knowledge of and experience in water plant operations.
- Some knowledge of and experience in maintenance.
- Some knowledge of water treatment equipment, processes, methods and materials.
- Some knowledge of maintenance and servicing of water treatment equipment.
- Some knowledge of mathematics.
- Some knowledge of laboratory principles, techniques, terminology and equipment.
- Skill in the common practices, tools, methods and techniques of mechanical maintenance.
- Skill in operating various types of equipment, tools, and monitoring devices.
- Ability to work safely, alone or as part of a work group; to recognize and correct safety hazards; to wear and use assigned safety equipment; and to comply with established safety policies and procedures.
- Ability to establish and maintain effective working relationships with managers, customers, co-workers, the general public, vendors, consultants, and others.
- Ability to understand and follow specified operating and recording procedures.
- Ability to detect malfunctions in mechanical equipment and take proper remedial measures.
- Ability to follow oral and written instructions.
- Ability to write and perform computations legibly.

DESIRABLE EDUCATION AND EXPERIENCE

One or more years experience in operations and mechanical maintenance work. A high school diploma or its equivalent is required. A Bachelor of Science is highly desirable. Technical training courses in water quality, treatment plant operations, safety, mechanical maintenance, computer controls, and the like are also beneficial. Knowledge of Department of Water Regulations is desired but not required.

NECESSARY SPECIAL REQUIREMENTS

Must possess or be able to attain a Kentucky Class III (or higher) Water Operator's Certificate within (1) year of employment. Must possess or be able to obtain a valid Kentucky driver's license, be able to pass a driving test, and operate a vehicle safely in accordance with HWEA policies. Must be available by telephone and be willing to work rotating and on-call shifts. Employees who are Certified Operators are required to obtain a specified number of Continuing Education Units to renew their Certificate. It is the Operator's responsibility to attend training programs that provide renewal training credits. HWEA will fund course costs and employee time for certification training. Supervisors will evaluate Operator progress towards certification renewal as part of employee performance reviews. Failure to meet Operator Certification renewal requirements may result in demotion.

PHYSICAL REQUIREMENTS

Must be able to:

Stand	2/3 of day and more
Walk	2/3 of day and more
Sit	Up to 1/3 of day
Stoop, kneel, crouch or crawl	Up to 1/3 of day
Use hands to finger, handle or feel	2/3 of day and more
Reach with hands and arms	2/3 of day and more
Talk or hear	2/3 of day and more
Climb	1/2 of day or more

Exert or lift:

Up to 50 lbs.	1/3 of day or more
75-100 lbs.	1/5 of day or more

Vision:

Must have natural or corrected vision to be able to see clearly at 20 inches or less; 20 feet or more; color vision; peripheral vision depth perception; and ability to adjust focus.

Environmental conditions include:

Working near moving mechanical parts	2/3 of day or more
Working near fumes or airborne particles	1/2 of day or more
Work in outdoor weather conditions	1/3 of day or more
Work with or around vibration	2/3 of day or more

Typical noise level is:

Moderate to loud (equipment and pumps)

Stress Level:

Moderate to high – irate customers, water breaks, shift work, utility emergencies, isolation, and maintaining water quality.