

Middletown, CT Job Description

Classification Title	Water Plant Operator
Job Code	
Department	Water & Sewer
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to maintain and operate treatment plants and, pump stations. Ensures safe delivery of water in accordance with Public Health Code. ~~storage tanks, telemetry network and to perform routine maintenance and emergency service work. Maintains wells and pump stations; performs general maintenance work. The work is performed under the direction of the Water Treatment Plant Superintendent or designee.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Collects samples and performs laboratory analysis on water from reservoirs, wells, distribution systems and throughout the treatment process to evaluate quality control. Conducts laboratory testing for water quality analysis and performs required process control testing. Inspects and samples filter media. Performs daily routine laboratory analysis. Measures and records dosage rates. Ensures chlorine residuals and Ph levels are properly measured and recorded. Adds or adjusts chemicals as needed.~~
- ~~Makes chemical dosage rate adjustments based upon laboratory results with the approval of the Water Treatment Plant Superintendent or designee. Calibrates backwash flow rates. Operates and maintain wells for production of potable water.~~
- ~~Monitors and maintains the operation of treatment plants pump stations and systems; takes readings and change charts; monitors and replaces filters; changes oil in motors and pumps; maintains and runs generator for backup power. Inspects water system's source, storage facilities, treatment equipment, pumping equipment and distribution network. Maintain accurate records of repairs and routine maintenance. Maintains accurate well production and operational records.~~
- ~~Cleans settling basins and tanks; cleans and calibrates instruments; changes screens at gatehouse; transfers chemicals to day tanks and changes chlorine~~

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~~cylinders. Attends training programs and workshops to stay current on technical improvements and changes in regulation regarding water treatment.~~

- ~~• Tracks and maintains inventory of bulk chemicals for water treatment and of laboratory reagents and supplies. Orders reagents and supplies and researches new products with approval.~~
- ~~• Collects and inputs data to assist in the preparation of monthly state reports.~~
- ~~• Performs confined space entries into Water Treatment Plant unit processes to review integrity, operation and maintenance requirements.~~
- ~~• Performs other related functions as assigned or required, including but not limited to operating boats, general maintenance to building and equipment and operates personal computers.~~
- ~~• Operates and controls microprocessor, personal computer, electric motors, pumps and valves to regulate flow of water and chemicals into treatment plant and distribution system as directed; monitors instrumentation and adjusts controls to regulate flow and treatment of water.~~
- ~~• Makes process control adjustments as directed to maintain water quality.~~
- ~~• Removes and replaces major pieces of equipment. Uses hand tools to repair, maintain and replace motors, pumps and equipment. Makes plumbing and minor electrical or mechanical repairs to equipment.~~
- ~~• Maintains availability to respond to emergency situations on a rotating on-call basis; or as determined by the Director of designee.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High School diploma or equivalent, completion of Water Treatment 101 Course and at least two years of experience at a water treatment facility. ~~Completion of vocational program in water, wastewater, plumbing, electrical or mechanical repair preferred. One (1) year of water and sewer operations or one (1) year of water and sewer facility maintenance experience preferred. Additional education or equivalent experience may be substituted.~~

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~~Appropriate education substitutions can be made.~~

Other

- ~~Connecticut certification as a Class III Water Treatment License, HazMat Certification, Confined Space training and the ability to obtain Class IV Water Treatment License within two years of hire date. Plant Operator is required no later than two (2) years from initial date of employment. Must obtain a certification as a Class IV Water Treatment Plant Operator within five (5) years of the date of appointment to the position. The City as its sole discretion may grant one twelve (12) month extension to the licensing requirement for each of the licenses required. Must hold a valid Connecticut motor vehicle operator's license and the ability to obtain OSHA 40-hour HazMat Technician certification.~~

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PREFERRED QUALIFICATIONS

Class IV Water Treatment License.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise.
- ~~Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the a~~Ability to act as a lead person; and the ability to work independently
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as state and federal regulations, reports, drawings, diagrams, manuals, invoices, test results, standard methods, catalogs, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and other department personnel, other City personnel, vendors, utility companies and the public. Ability to follow formula equations to set chemical dosage rates~~
- ~~Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Must possess general plumbing skills~~

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- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and geometry.~~ Knowledge of electric motors, pumps and valves
- ~~Ability to R~~elate to and interact with a non-traditional and diverse student and employee population
- ~~Ability to W~~ork independently
- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to D~~evelop and write reports, policies, and correspondence
- ~~Ability to H~~andle common inquiries or complaints
- ~~Ability to A~~pply concepts such as fractions, percentages, ratios, and proportions to practical situations
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to I~~nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- ~~Ability to P~~erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors

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- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~reason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer, laboratory instruments, pumps, motors, generators, leak detectors, measuring instruments, detectors, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as performing laboratory analysis.~~
- ~~Tasks involve the ability to exert physical effort which may involve some lifting, carrying, pushing and pulling of objects weighing fifty to one hundred pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~
- ~~Must have the physical ability to utilize respirators, as required by OSHA regulations.~~

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Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

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

- ~~• Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~
- ~~• Ability to work in extreme weather conditions~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/17/15
Dates revised	