

**City of Centerville
Position Classification Plan**

Job Title: Treatment Plant Operator

Pay Plan:

**FLSA: Non-Exempt
Sewer**

Revision Date: 06/2014

Job Title No.

Pay Range:

Department: Water and

Position Summary:

This employee is responsible for the up-keep and maintenance on all City treatment plants. Over-sees the daily operation of the plants and is responsible for recording levels and water pumped totals. All work is performed under the guidance of the Utilities Superintendent.

Examples of work:

- Communicates with customers and handles water quality complaints.
- Maintains inventory of treatment chemicals.
- Observes and maintains chemical feed equipment as to ensure quality drinking water.
- Keeps and maintains daily records for chemical dosage, and gallons of water pumped.
- Required to take water samples for state E.P.D.
- Conducts daily tests for P.H., Chlorine, Fluoride, and Phosphate.
- Over-sees all water quality measures such as the systems Water Flushing Program.
- Performs maintenance on mechanical equipment, such as pumps and motors as needed.
- Performs preventive maintenance such as cleaning, painting and lubricating equipment.
- May be required to assist in other department duties such as reading meters, installing meters, repairing water leaks, and other duties as assigned.

Desirable knowledge, Skills and Abilities:

- Comprehensive knowledge of the procedures, equipment and tools used in the construction, maintenance and repair of the water system.
- Comprehensive knowledge in water treatment.
- Ability to perform responsible and technical work in the construction and repair of all aspects of the water system.
- Good communication skills, both oral and written.
- May supervise and/or train designated subordinate personnel.

Job Requirements:

- Must have a valid Georgia driver's license.
- Must have a high school diploma or equivalent.
- Must have (or obtaining within 6 months of assuming position) and maintain a State of Georgia Class 3 Water Treatment License.
- Subject to random drug testing.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of the procedures, equipment, and tools used in the construction, maintenance, and repair of water and sewer systems.
- Ability to perform responsible managerial, administrative, and technical work in the construction and repair of streets, roads, and bridges.
- Thorough knowledge of City layout and population patterns.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to effectively coordinate, train, and supervise subordinate personnel.
- Ability to establish and maintain effective working relationships with subordinate employees, other City staff, and the general public.

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Treatment Plant Operator shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. The Treatment Plant Operator must also be currently certified by the State of Georgia with a Class 3 Water Treatment License. The incumbent must possess or have the ability to obtain a valid Georgia Driver's License.

SUPERVISORY CONTROL and RESPONSIBILITIES:

The Treatment Plant Operator reports to the Utilities Superintendent over the Utilities/Streets Department. This employee is responsible for the up-keep and maintenance on all City treatment plants. This employee oversees the daily operation of the plants and is responsible for recording levels and water pumped totals.

TRAVEL:

The Treatment Plant Operator may be required to travel to meetings held throughout the state in order to maintain certifications and to attend continuing education functions. The incumbent must possess and maintain a valid driver's license and must have access to reliable transportation. The Director of Operations/Utilities Superintendent may be required to attend meetings that occur during the evenings, and/or during the early morning, or during off-duty hours.

GUIDELINES:

The Treatment Plant Operator utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, and applicable federal, state, and local laws.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to transfer information from one source to another. The incumbent must also be able to inform individuals of laws and procedures in a non-threatening manner.

MATHEMATICAL SKILLS:

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with the general public, other city employees, vendors, state and federal entities, and others.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with unique problems in non-standardized situations.

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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, sit, stoop, bend, lift, or carry objects. The employee must be able to lift and/or move heavy objects up to and exceeding 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics 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. The work environment is typically outdoors where there is exposure to natural elements, moving equipment, heavy objects, dirt, dust, noise, and vibrations.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____