

## JOB DESCRIPTION

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**POSITION: Class II Water Operator**

**SUPERVISOR: Chief Water Operator**

**DEPARTMENT: Public Works**

**PAY RANGE: Based on Qualifications**

**CLASSIFICATION: Non-Exempt**

**DATE AMENDED: 07/14/2024**

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**Summary:** Under general supervision, performs a wide variety of skilled technical duties to operate, maintain and repair the water treatment facilities and systems, perform routine analysis and keep operational records.

### **Knowledge, Skills and Abilities:**

- ❖ General knowledge of water treatment equipment, facilities, materials, methods and procedures used in maintenance and operation activities.
- ❖ Working knowledge of laboratory procedures and practices. Ability to perform process control calculations.
- ❖ Requires the ability to understand and act on oral and/or written instructions.
- ❖ Requires knowledge of safe construction and work standards.
- ❖ Ability to establish successful working relationships and work with angry or difficult customers.

### **Duties and Responsibilities:**

- ❖ Performs daily maintenance and operation of facilities, including the operation of the water treatment system to meet local, State and Federal regulations. Can perform the duties of Water Operator I.
- ❖ Repairs malfunctions: monitors control panels; chlorinator; fluoridators; liquid chemical feed pumps; repairs gauges, pumps, filters and other controls and equipment. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meters and other water quality monitoring equipment.
- ❖ Analyzes water and effluent samples in accordance with local, State and Federal requirements. Records statistical data concerning plant operations. Posts results of plant charts on level gauges and flow meters after making rounds at predetermined times. Reports test result issues and problems to Chief Operator.
- ❖ Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal requirements; gathers and tests water samples for plant operation; enters data in appropriate logbooks.
- ❖ Monitors the performance of, maintains and operates laboratory equipment, gauges and charts in the treatment plant.
- ❖ Periodically cleans, paints, performs general housekeeping duties and makes minor repairs to the physical property of the plant assuring an appearance of a well-kept facility.
- ❖ Reports electrical systems, circuits or equipment repairs necessary at the treatment plant.
- ❖ Is involved in the repair of water quality equipment, water distribution system needs, source of

supply and treatment plant systems to ensure that all aspects of the system are functioning properly.

- ❖ Assists in solving technical problems and equipment requirements.
- ❖ Assists in keeping and maintaining all files, records and any information pertaining to the plant.
- ❖ Obtains, through Bureau of Public Health, the proper certifications required as an operator.
- ❖ Performs after-hours emergency work and on-call duties and related work and duties as needed or assigned.
- ❖ Promotes an image of professional, courteous service as a representative of the Town and Water Board.

**Education:**

- ❖ High School graduate or equivalent. First Aid, CPR training and computer skills are also desirable.

**Special Requirements:**

- ❖ Requires Class II Public Water Supply Operator and a Fluoride License in accordance with State of West Virginia Department of Health and Human Resources, Bureau for Public Health, Title 64, Series 4.
- ❖ Must be available for after-hours calls
- ❖ Town residency not required. However, must live within proximity to the Town in the event of an emergency.
- ❖ Must maintain a valid West Virginia Driver's license.

**Working Conditions:** Employee spends a majority of work-shift using equipment and performing tasks requiring repeated bending, crouching, stooping, stretching, or crawling. Occasional activities require working from elevated workplaces. Daily operations require unaided lifting of objects weighing as much as fifty (50) pounds. Hazardous conditions encountered on a daily basis include constant danger from moving mechanical parts in wet, slippery and humid conditions. Employees work with chemicals that could be hazardous or dangerous if used in an unsafe manner. Occasional hazards encountered include tripping or slipping due to terrain, weather conditions or working at the source of supply. Possible hazards include contact with hazardous or toxic materials, fumes or airborne particles, risk of electrical shock, and vibration.