

Clinton Utilities Board



JOB DESCRIPTION

JOB TITLE: Water Plant Operator

DEPARTMENT: Water & Sewer

Status: Non-Exempt

RESPONSIBLE TO: Chief Water Plant Operator

JOB CONTENT:

Performs work to assure the successful operation of CUB's water intake and treatment plant facilities. Under the Chief Operator's direction, ensure plant effluents meet or exceed State or Federal regulations. Also performs inspections, data collection, laboratory tests, plant maintenance, and working shifts as assigned.

DUTIES AND RESPONSIBILITIES:

1. Monitors and controls process equipment for proper operation and chemicals to ensure plant effluent meets or exceeds all State & Federal regulations.
2. Understand and stay current with the State & Federal regulations requirements.
3. Collect and record data for record maintenance/reporting to designated state agencies.
4. Monitor treatment process for compliance, inspect the equipment, monitor conditions, meters, and gauges to determine plant load requirements/functionality.
5. The ability and willingness to work rotating shifts, including evenings, nights, weekends, holidays, and work in multiple plant areas are required.
6. Performs general maintenance including cleaning, construction, mechanical, electric, instrumentation etc...
7. Assists/performs in the administration functions of various treatment chemicals, weekly and daily report generation.
8. Maintain bulk chemical inventory.
9. Installs, tests, and repairs equipment throughout plant facilities as directed or needed.
10. Collects samples, performs laboratory tests, and interprets the results according to all State & Federal Regulations.
11. Work on process improvement projects and standard operating procedures.
12. Ability to extract, evaluate, and utilize data for process improvement from all applicable resources.
13. Performs preventive, predictive, and emergency maintenance on plant facilities/equipment.
14. Communicates with Chief Operator, coworkers, and others effectively.
15. Performs housekeeping, cleaning, painting, mowing, etc. to assure outstanding plant appearance.
16. Performs duties in a safe manner. Adheres to all CUB safety policies.
17. Personal and work site safety in a construction environment.
18. Safely operates specific types of CUB vehicles on streets and highways in all types of weather conditions in accordance with City and State regulations.
19. Responsible for working in a safe manner to ensure safety and safety of others, including entering and working in confined spaces, working with lock-out/tag-out procedures, and working in hazardous environments.
20. Demonstrates good verbal communication skills in the use of cell phones, two-way radios, and interactions with customers and co-workers, and must possess good writing and data entry skills.

21. Knowledge of CUB's service areas (geographical areas) and locations of facilities.
22. Requires the ability to function effectively and remain calm under emergency situations.
23. Ability to effectively work independently with minimal supervision.
24. Ability to use computers and iPads concerning work.
25. Maintains equipment in a clean, usable, and safe condition at all times.
26. Maintains a well-groomed, professional appearance and conducts himself/herself in a courteous manner.
27. Presents a positive image of CUB and a caring, compassionate attitude toward its employees and customers.
28. Perform other related tasks, activities, and/or duties as assigned.
29. Perform and contribute in a teamwork environment.

EDUCATION, TRAINING AND SPECIAL SKILLS:

High school education or equivalent with a high degree of technical ability in one or more of the career paths involving mechanical equipment and technical sciences. Must have the ability to be trained to use all equipment, tools, instruments, etc. necessary to perform all work required in the classification and must obtain any required certifications. Requires the ability to remain calm and function under emergency situations. To advance in this position individual must possess adequate computer skills and acquire extensive training using all equipment, tools, instruments, etc. necessary to perform any and all work required under this classification. Experience using skills necessary for the installation, maintenance and repair of water and sewer mains and services is preferred.

CERTIFICATES, LICENSES & REGISTRATIONS:

Must have and maintain a current and valid Tennessee Driver's License. Must obtain Tennessee Department of Environment & Conservation (TDEC) Water Treatment III certification within 24 months after date of hire. TDEC Water Treatment IV certification is required within 72 months of date of hire.

INTERNAL AND EXTERNAL CONTACTS:

Frequent contact with water and sewer department employees. Limited contact with employee from other departments, the public and contractors.

PHYSICAL DEMANDS OF JOB:

Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 pounds. Ability to bend, stoop, kneel, crouch, crawl and climb during field maintenance and repair work, and work where conditions are cramped and headspace is limited. Must be able to: stand and walk for extended time periods; move about on foot through uneven terrain; work in an environment with dust, dirt, wastewater/sewage and possibly hazardous materials; use a telephone and office equipment such as computers, iPads, printers and copiers; communicate orally with co-workers, contractors and the general public; work extended hours and occasionally change work hours or work overtime; and work on structures up to 50 feet high. Must be able to climb steps and work from ladders and scaffolding for extended periods of time. Requires hearing and vision to be within normal ranges with or without correction. Requires above normal visual and consistent mental alertness.

WORKING CONDITIONS:

Works at treatment plant or remote sites the majority of the time. May occasionally work at remote pumping facilities. Works both inside and outside as necessary to perform assignments in all kinds of weather. May be exposed to high noise levels, obnoxious odors, hazardous environments, as well as heat or cold as conditions change depending on the season. May work with, and in close proximity to, hazardous chemicals. Subject to hazards, such as asphyxiation, explosions, burns, electrical shocks, falls, high/low temperatures, high humidity, etc. Working hours (Including Nights & Weekends) are subject to change, and may vary frequently depending upon treatment facility's needs. Subject to irregular or extended work hours as necessary and to being called in at any hour in emergency situations. Must be adaptable to changing working hours, working overtime, work environment and learning new skills and techniques as required. Occasionally works under stress in emergency situations.