



Job Titles: Water Treatment Plant Operator I/II/III and Water Plant Supervisor

Town Description

Incorporated in 1859, historic Town of Mount Pleasant is a municipality of approximately 2,000 people in eastern Cabarrus County, North Carolina in the Charlotte metropolitan region. The Town of Mount Pleasant is a full-service municipality providing water treatment and distribution, sewer collection, solid waste collection, street maintenance and lighting, fire protection, contracted police protection, planning and zoning, town park, and events. The Town operates under the Council-Manager form of government with a five-member Board of Commissioners and a Mayor.

Department Description-Public Works Department

The Public Works Department is responsible for the maintenance and repair of the Town's infrastructure and grounds including water treatment, water distribution, wastewater collection, streets and sidewalks, stormwater, and Town-owned buildings and properties. This department is composed of the Public Works Director, Water Plant Supervisor, Water Plant Operators, Public Works Supervisor, and Public Works Field Leaders and Technicians.

Supervisory Structure

These positions report to the Public Works Director regarding job performance, as well as the Town Manager and Assistant Town Manager. These positions also work closely with Customer Service personnel at Town Hall regarding work orders and customer issues.

General Duties and Responsibilities

As with many positions in a small municipality, these positions involve multiple inter-disciplinary duties. These positions are responsible for producing quality water for the Town's water customers and meeting all state requirements for water production. This position performs intermediate technical work operating a water treatment plant, taking samples, reading gauges and charts, maintaining plant and equipment, maintaining records, preparing reports, and related work as apparent or assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily:

- Makes regular tours of plant to ensure proper operation; monitors process controls.
- Reads and records data from various meters, gauges and dials; logs daily, weekly, and monthly activities.
- Performs standard laboratory chemical and biological tests; collects water samples from designated points; makes chemical feed and treatment adjustments as needed to ensure compliance with state and federal regulations.
- Replenishes treatment equipment with chemicals.
- Assists plant mechanics with maintenance and repairs.
- Monitors and adjusts motors, pumps, valves and other apparatus to ensure proper operation.
- Performs routine building and grounds maintenance including cleaning and painting.
- Ensures proper operation of centrifuge, water pumps, motors, chlorinators, filters, and chemical feeders making adjustments as necessary to maintain proper flow of water.
- Monitors reservoir levels, head loss levels, pump station status, etc.
- Monitors incoming lake, lagoon, and pumping levels to schedule flow changes.
- Prepares membrane filter media; conducts pH, Cl₂, turbidity tests; conducts hardness, alkalinity, carbon dioxide, and fluoride tests.
- Keeps records and prepares reports.
- Performs calculations relating to water usage, chemicals, filter run times, and backwash usage.

Education & Training for Position

Must possess a high school diploma or equivalent. Must possess at a minimum a North Carolina Class C driver's license. Possession of NC Surface Water C Certification or higher, subject to the requirements of North Carolina Rules Governing Water Treatment Facility Operators. Ability to obtain First Aid/CPR certification within one year of employment. Maintain required continuing education for certification annually. Some experience in the operation of water or wastewater treatment, or equivalent combination of education and experience.

Skills for Position

- Ability to work both individually and as a team to complete work, solve problems, and communicate issues.
- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent, including ability to compute rates ratios and percentages
- Skills in operating various hand and power tools.
- Strong communication and organizational skills.
- Ability to learn and follow Town policies and procedures and state requirements, as well as best practices for related work.
- General knowledge of the use of standard office equipment and basic computer skills, including use of the Microsoft Office Suite.
- General knowledge of the principles, practices, and equipment used in water treatment and pumping operations.
- General knowledge of the occupational hazards associated with water treatment plants and related activities and of their necessary safety precautions.
- General knowledge of chemistry as applied to water treatment.
- Ability to adjust water pumps, chemical feed machines, and other water treatment plant equipment.
- Ability to read meters and charts accurately.
- Ability to check the operation of equipment and to detect defects in operation.
- Ability to take accurate readings to keep routine records.

Physical Requirements for Position

- Ability to successfully pass drug testing prior to employment and randomly during employment.
- Regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force.
- Standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; tasting or smelling; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Ability to prepare and analyze written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work regularly requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals, frequent exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock exposure to extreme heat (non-weather), exposure to extreme cold (non-weather), and occasionally requires working in high, precarious places; work requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.
- Work is generally in a loud noise location; hearing protection will be needed at times.

Pay Grade for Position(s)

Pay Grade classifications dependent upon position and experience.

- Water Treatment Plant Operator (Part-time): Pay Grade 17 (Part-time Hourly) Min. \$22/hr-Max. \$33/hr
- Water Treatment Plant Operator I: Pay Grade 17 (Full-time Non-exempt Hourly) Min. \$46,097-Max. \$69,145
- Water Treatment Plant Operator II: Pay Grade 18 (Full-time Non-exempt Hourly) Min. \$48,401-Max. \$72,602
- Water Treatment Plant Operator III: Pay Grade 19 (Full-time Non-exempt Hourly) Min. \$50,822-Max. \$76,232
- Water Treatment Plant Supervisor Pay Grade 23 (Full-time Exempt) Min. \$61,774-Max. \$92,661 Annually

Career Development

These positions may engage in additional education and training that may lead to promotion and increases in pay grade. At a minimum, the following certifications must be obtained for promotion opportunities:

- Water Plant Operator I: Water Surface C, First Aid/CPR (within first year of employment)
- Water Plant Operator II: Water Surface B, Water Distribution C
- Water Plant Operator III: Water Surface A
- Water Plant Supervisor: Minimum North Carolina Water Surface Operator in Responsible Charge (ORC) certifications and residing in a 50-mile radius of the plant