

Water Treatment Plant Operator-Part Time

Revised December 12, 2022

General Statement of Duties

Performs intermediate technical work operating and maintaining a water treatment plant.

Distinguishing Features of the Class

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. Work is performed under the limited supervision of the Water Resources Coordinator. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. This is a Part-Time position with no benefits, and it cannot exceed 999 hours in any given twelve-month period.

Duties and Responsibilities

- 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.
 - Responds to customer inquiries.
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Recruitment and Selection Guidelines

General knowledge of department policies and procedures; 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 the use of standard office equipment and applicable software applications; 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; ability to make arithmetic computations; ability to compute rates ratios and percentages; ability to use and maintain hand and power tools; ability to establish and maintain effective working relationships with associates.

Physical Requirements

This work requires the 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; work regularly requires 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; work requires preparing and analyzing 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 (e.g. grounds maintenance, heavy traffic).

Education and Experience

High school diploma or GED and moderate experience in the operation of a water treatment or wastewater treatment plant, or equivalent combination of education and experience.

Special Requirements

Possession of or ability to obtain NC Surface C Drinking Water certifications within six months of employment.

Obtain First Aid/CPR certifications within one year of employment.

Maintain the required continuing education credits for certification annually.

Valid driver's license in the State of North Carolina.
