

JOB DESCRIPTION

City of Garden City, GA



To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Water Operator Class II
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Department: Wastewater Treatment Plant

Pay Grade: 105

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for the successful operations of the drinking water plant and sanitary sewer collection systems, including maintenance of equipment, monitoring the treatment process, data collection, and lab procedures. This position reports to the Wastewater Supervisor.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be constructed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all aspects of the operations and technical duties in the daily operation of various types of drinking water treatment plants including but not limited to the operation of groundwater wells, chlorine and fluoride chemical treatment equipment, emergency generator operation, site maintenance, sampling for drinking water routine, semi-routine, and annual sampling.
- Identifies required maintenance and performs PPMs as assigned to the equipment utilized in the water treatment plant operation.
- Prepares and submits necessary reports and supporting documentation to the Georgia EPD and other outside agencies as required in conjunction with pertinent regulations.
- Responds to operational questions and/or customer complaints.
- Trains new employees on the daily operations.
- Assists with lift station and drinking water operations, including with troubleshooting and plant adjustments when necessary.
- Makes major operational decisions and advises other operators in the absence of management.
- Collects wastewater samples to conduct tests and prepares samples to be analyzed.
- Troubleshoots abnormal conditions and make adjustments or corrections to rectify adverse situations and reports findings to management and staff.
- Maintains records and prepares reports of laboratory results and data concerning the plants' operation and enters data into the proper reports.

- Monitors gauges, meters, and control panels and identifies variations in the operating conditions.
- Works with various chemicals and makes proper chemical adjustments.
- Orders receive and unload bulk chemicals and other supplies.
- Changes out chlorine cylinders and fluoride drums when needed.
- Monitors all aspects of the system for compliance with the State Permit.
- Is on call for emergency work assignments, including evenings and weekends.
- Punctuality and attendance are essential.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED); (5) Five years of experience in water operations and facilities maintenance. Experience with process control and pertinent lab procedures; supervisory experience is preferred.

Special Qualifications:

Must possess and maintain a valid Georgia Driver's License. The Water Operator must possess a Georgia State Class II Water Treatment Certification.

Knowledge, Skills, and Abilities:

- Knowledge of water operations and facilities maintenance.
- Knowledge of materials, equipment, and supplies used in this position.
- Knowledge of both the department's Standard Operating Procedures and the City's Personnel Policies and Procedures.
- Knowledge of on the job safety requirements.
- Ability to plan, assign and lead the work of unskilled and semi-skilled personnel.
- Ability to understand, interprets, and effectively carries out complex oral and written instructions.
- Ability to demonstrate good workmanship, performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to demonstrate a good work ethic, including a willingness to perform workplace tasks and to assist coworkers without unnecessary directive.
- Ability to operate job-related equipment and lift and carry heavy objects safely and demonstrate safe work procedures and equipment operation.
- Ability to read simple blueprints and plans.
- Ability to keep operating records and prepare reports.
- Ability to perform work out-of-doors, occasionally under adverse weather conditions.
- Skills in the application of sub-professional maintenance repair and construction techniques.

- Skills in the care and use of pertinent tools and equipment.
- Ability to do simple math calculations.

PHYSICAL DEMANDS

The work is heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This position is typically performed outdoors and may be subject to all types of weather conditions, and may be frequently subjected to extreme noise, fumes, traffic, oils, solvents, electrical and mechanic hazards, and various chemicals. Work is also performed while driving City vehicle from location and site to site. Persons in this job may also encounter snakes, rats, and other wildlife.

Employee Signature and Date Received