

CITY OF BEREA  
POSITION DESCRIPTION

Class Title: Water Treatment Plant Operator (Trainee)

Department: Utilities / Water Treatment

Supervisor: Chief Plant Operator

Supervises: None

Class Characteristics: Under general supervision, assists in the daily operation, maintenance and cleanliness of the water treatment system, including pump stations; performs laboratory tests; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in the daily operation, maintenance and cleanliness of the water treatment system, including start-up and/or shut-down, involving collection and distribution of water in compliance with established procedures and standards and federal and state laws and administrative regulations.
2. Assists with inspection and/or monitoring of pumps, charts, gauges and meters daily.
3. Assists with collection of water samples and conducting lab tests; adjusts chemicals and/or equipment as necessary.
4. Adjusts chemicals in accordance with prescribed standards.
5. Assists with preparation and maintenance of accurate reports/records.
6. Assists with forwarding water samples and reports as required.
7. Assists with preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment to superiors.
8. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools.
9. Assists with minor construction projects.
10. Assists with maintenance and cleaning of plant and grounds.
11. Attends training programs to obtain licenses at each level after meeting experience requirements.
12. Assists with conducting plant tours and educational programs for the public and local schools as requested.
13. Assists other departments/divisions when needed.

Non-Essential: None.

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent. No work experience requirements. Must obtain Class IA, IIA, IIIA, and IVA Water Treatment Plant Operators License within one year after meeting experience requirements at each level. Advancement to Water Treatment Plant Operator I is subject to the recommendation of the General Manager and approval of the City Administrator.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Knowledge of, or ability to learn, water treatment plant operations.
2. Knowledge of, or ability to learn, federal, state laws and administrative regulations with reference to water treatment.
3. Knowledge of, or ability to learn, functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of, or ability to learn, programmable controller equipment.
5. Knowledge of and ability to comply with safety standards.

#### Skills:

1. Electrical skills.
2. Mechanical skills.
3. Computer skills.
4. Oral and written communication skills.
5. Analytical skills.
6. Problem-solving skills.
7. Mathematical skills.

#### Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to assist with maintaining preventive maintenance and servicing program.
3. Ability to prepare and maintain accurate reports.
4. Ability to assist with maintaining inventory of chemicals, spare parts and tools.
5. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

## ADDITIONAL REQUIREMENTS

Instructions: Instructions are detailed and specific, covering all aspects of the work;

instructions are more general after the employee learns each job.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most completed work is reviewed until the employee learns each job.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, electronic testing equipment, programmable controllers, analytical testing equipment, normal office equipment (phone, computer, calculator, etc.), chemical feeders, vehicles, tractors, backhoe, mowers etc.

Physical Requirements of the Job: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders.

Contacts: Occasional contacts with the public and employees or supervisors from other departments/divisions.

Confidential Information: Limited use of confidential information.

Mental Effort: Light.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements:

(1) As a condition of continued employment, must obtain Class IA IIA, IIIA and IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky within one year after meeting experience requirements at each level as a condition of continued employment.

(2) After obtaining License at each level, must successfully complete required continuing education training to maintain License (twelve (12) hours on a two-year basis for Class IA and IIA Licenses, and twenty-four (24) hours on a two-year basis for Class IIIA and IVA License).

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.