

# BATESVILLE WATER UTILITIES

## Position Description

### **POSITION TITLE: Operator in Training – Water Plant**

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Exempt (Y/N): No

DEPARTMENT: Water Plant

DATE UPDATED: March 16, 2011

SUPERVISOR: Superintendent – Water Plant

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#### **SUMMARY**

The incumbent is responsible for performing security rounds and monitor system processes and equipment; as well as performing laboratory analysis to ensure safe drinking water that meets Federal requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Complete State required paperwork
2. Maintain drinking water tanks and reservoir levels; monitor the pumps that feed them.
3. Monitor water turbidity, pH and chlorine by performing laboratory tests.
4. Maintain records of daily rounds including weights and equipment settings.
5. Monitor and adjust chemical feed rates via pumps as turbidity changes.
6. Reading and recording monthly plant meter readings.
7. Wash filters if turbidity requires.
8. Monitor and operate other electrical motors and lifts.
9. Answer calls from customers and assist with problems they have.
10. Perform rounds of the plant grounds and riverside building to ensure security and proper operations.
11. Check filters, pumps, motors, chemical feed equipment and sludge disposal on a daily basis.
12. Change one (1)-ton chlorine cylinders using self-contained breathing apparatus as required.
13. Assist and train new operators when they are hired.

14. Acquire training needed to maintain certification.
15. Perform housekeeping duties.
16. Assist in collecting monthly samples as needed
17. Perform water quality tests daily.
18. Acquire training required by the Department of Health to maintain Water Licenses.
19. Load and unload chemical shipments
20. Assist with calibration and maintenance duties as needed
21. Perform other related duties as required or assigned.

**Budget Responsibility:** \$ N/A Annual dollars  
**Facilities and Equipment Responsibility:** \$ N/A Total value

#### **SUPERVISION RESPONSIBILITIES**

None.

#### **EDUCATION AND EXPERIENCE**

High school diploma or GED plus specialized training and/or additional college courses and two years of related experience and/or training. Electrical and Industrial Maintenance experience is a plus/preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas Driver's License; and Class III Water Treatment License.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

## **EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, citizens and outside representatives as needed.

## **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, passenger truck, telephone, laboratory equipment, safety equipment, hand tools, shop tools, pumps, calculator, 2-way radio, intercom, chlorine analyzer, turbidity testing equipment, fluoride testing equipment and other standard water plan equipment.

## **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit. The employee is frequently required to stand and walk; use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. The employee must regularly lift up to 100 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock.

The noise level in the work environment is usually moderate, but occasionally loud for short periods of time.