

# BATESVILLE WATER UTILITIES

## Position Description

### POSITION TITLE: Operator/Electrical Maintenance – Water Plant

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Exempt (Y/N): No

DEPARTMENT: Water Plant

DATE PREPARED: June 2014

SUPERVISOR: Superintendent – Water Plant

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#### SUMMARY

The incumbent is responsible for performing maintenance and preventive maintenance on electrical components that are common in the operation of pumps and communication systems; this includes working with single as well as 3-phase electrical components. The applicant must be able to read and understand electrical and mechanical blueprints and drawings. Applicant will be responsible for helping to create and maintain record as well as instituting and maintaining a preventive maintenance program. In addition, operator duties such as security rounds and monitoring system processes and equipment; as well as performing laboratory analysis to ensure safe drinking water that meets Federal requirements is required.

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

1. Maintain drinking water tanks and reservoir levels; monitor the pumps that feed them.
2. Monitor water turbidity, pH and chlorine by performing laboratory tests.
3. Maintain records of daily rounds including weights and equipment settings.
4. Monitor and adjust chemical feed rates via pumps as turbidity changes.
5. Reading and recording monthly plant meter readings.
6. Wash filters if turbidity requires.
7. Monitor and operate other electrical motors and lifts.
8. Answer calls from customers and assist with problems they have by calling out after-hours personnel.
9. Perform rounds of the plant grounds and riverside building to ensure security and proper operations.
10. Check filters, pumps, motors, chemical feed equipment and sludge disposal on a daily basis.

11. Change one (1)-ton chlorine cylinders using self-contained breathing apparatus as required.
12. Assist and train new operators when they are hired.
13. Answer and assist phone calls from customers when problems and emergencies occur.
14. Acquire training needed to maintain certification.
15. Perform housekeeping duties.
16. Perform water quality tests daily.
17. Acquire training required by the Department of Health to maintain Water Licenses.
18. Applicant must have knowledge of electrical motor controls including single and 3-phase.
19. Read and understand mechanical and electrical blueprints and drawings.
20. Help create and maintain a preventive maintenance program including lock-out tag-out.
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.

### **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 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.

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

Must possess a valid Arkansas Driver's License and obtain a Class III Water Treatment License as well as a Class III Water Distribution License within 18 months.

### **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 frequently is required to stand and walk; use hands to finger, 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 or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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.