



CITY OF JASPER

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

- 1. Job Title: WATER/WASTEWATER PLANT OPERATOR III**
- 2. Department: Water/Wastewater Plant Division: N/A**
- 3. FLSA Classification: Non-Exempt Pay Grade:**

B. INTRODUCTORY STATEMENT

This position is responsible for the operation of the water and wastewater treatment plants.

C. ESSENTIAL JOB FUNCTIONS

1. Monitors gauges, flowmeters, charts, system control computer, etc.
2. Conducts water analysis tests such as hardness, alkalinity, PH, turbidity, chlorine residual, etc. for treatment process control.
3. Collects representative water samples to be used by other agencies for water analysis testing for regulation compliance.
4. Collects water samples to monitor and analyze residuals for disinfection and nitrification control when needed.
5. Ensures that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system.
6. Determines chemical feed rates and adjusts chemical dosages.
7. Determines and maintains proper flow rates in accordance with water consumption demand.
8. Monitors Wastewater Plant charts to check flows and return sludge levels; performs lab tests; calls in additional personnel as needed for inconsistencies.
9. Checks water pump stations and wastewater lift stations.
10. Backwashes filters as needed.
11. Performs building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
12. Performs minor corrective maintenance on plant equipment.
13. Assists with regular safety inspections of plant equipment, facilities and vehicles; records violations or potential hazards and takes corrective action.
14. Maintains treatment records for facility operations in accordance with state and federal regulations.
15. Answers phones, provides assistance, directs calls to appropriate personnel and takes messages.
16. Performs other related duties as assigned.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge Skills and Abilities

1. Knowledge of the techniques, equipment and procedures used in the treatment of safe drinking water.
2. Knowledge of city and department policies and procedures.
3. Knowledge of computer systems used in the water treatment plant.
4. Knowledge of basic math and chemistry and the ability to apply the knowledge to the water treatment process.
5. Skill in problem solving.
6. Skill in oral and written communication.
7. Ability to understand mechanical problems and equipment and to use common hand tools and other related equipment.
8. Ability to work independently and efficiently.
9. Ability to adjust work schedule to perform necessary duties.
10. Ability to handle confidential matters.

2. Responsibility

- a. This position has no supervisory responsibilities.

3. Personal Work Relationships

- a. Contacts are typically with co-workers and the general public.
- b. Contacts are typically to exchange information, resolve problems and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing, walking, stooping, crouching, or bending. The employee frequently lifts light or heavy objects, uses tools and equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
- b. The work is typically performed while indoors or outdoors, sometimes in cold and inclement weather. The employee is exposed to noise, dust, dirt, grease, hazardous chemicals and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

5. Guidelines

- a. Guidelines include city and department policies and procedures, safety regulations, operation manuals, relevant state and federal drinking water regulations. These guidelines are generally clear and specific but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related administrative maintenance and technical duties.
- b. The purpose of this position is to support and participate in the maintenance of water services. Successful performance contributes to a safe and well-maintained water system.

7. Minimum Qualifications

- a. Must have, at a minimum, a high school diploma
- b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with two to five years in a similar position.
- c. Possession of or ability to readily obtain a Georgia Water Treatment Plant operator license.
- d. Possession of or ability to readily obtain s Georgia Wastewater Treatment Plant operator license.
- e. Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The Water/Wastewater Director assigns work in terms of general instructions. The Director spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Water Plant Operator with the City of Jasper.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date