



## **Water Treatment Plant Operator**

### **General Description**

This position requires waterworks certifications and performs skilled work in the operation of the Water Treatment Plant, treating raw water and producing potable water in an efficient and effective manner, as defined by State and Federal guidelines. This position is classified and deemed essential.

### **Essential Job Functions**

- Conducts laboratory process testing of water and analyzes additional water samples as needed.
- Operates and backwashes clarifiers/filters to produce potable water in accordance with regulations.
- Replenishes chemical supplies, including changing cylinders and drum quantities, and adjusts chemical feed rates as necessary.
- Accurately monitors, reads, and records information on meters and gauges charts and maintains operating logs and other required records.
- Accurate data entry into computers for record keeping and monitor computers/instruments for evaluation.
- Collects water samples from distribution sites, customers, streams, and reservoirs and accurately records related data.
- Interfaces with the Treatment Plant computer operated Supervisory Control and Data Acquisition (SCADA) software program as well as controlled panels for a variety of treatment works equipment.
- Participates in the inspection, cleaning, maintenance, and preventive maintenance of Plant equipment, and physical facilities, according to an established maintenance schedule.
- Performs a variety of other duties as needed, including working with pumps, removing and installing pumps and changing pump motors when and where possible.
- Gives suggestions regarding new projects and Plant standard operating procedures.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and/or other problems.
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Performs other duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of and the ability to accurately and safely operate equipment and tools used in the department, including calculator, Plant computers, water and electrical test equipment, large pumps, and motor vehicles.
- Ability to effectively communicate in a positive manner with the public.
- Ability to accurately read and record data from water samples, charts and gauges, determine flow and chemical feed rates, read and comprehend State and Federal regulations regarding water treatment, perform basic math skills, operate telephone, and other office equipment, and to understand verbal and written instructions.
- Ability to perform the physical aspects of the job.
- Ability to effectively communicate both verbally and in writing with customers, employees in other departments, suppliers, and supervisors.
- Ability to perform as a team member and through positive words and actions, support co-workers and City policy.
- Ability to respond properly in emergency situations and to complete assignments under pressure.
- Ability to respond politely to customers, co-workers, management, and to the general public.
- Ability to work on a 24 hour, on call status, responding to emergencies.
- Ability to work on a revolving schedule including weekends and holidays.
- Ability to keep all relevant parties informed of major issues and recommend changes as appropriate.
- Ability to use or repair small, medium, and heavy equipment and machinery.

## **Education and Experience**

High School diploma or GED and one year experience; or any equivalent combination of education, training, and experience.

## **Special Qualifications**

Valid Commonwealth of Virginia driver's license.

## **Certifications and Requirements**

The schedule below indicates the required certification ladder for continued employment with the City unless an extension is granted per criteria identified in Operator licensing requirements. Salary adjustments are delivered for each phase of career development and licenses are issued by the Virginia department of Professional Occupation and Regulation.

Water Operator 4 – Hired employees (Water Treatment trainee) must possess or acquire a Class 4 Waterworks Operator license through the Commonwealth of VA within the first 18 months of being employed.

Water Operator 3 - employees must possess or acquire a Class 3 Waterworks Operator license through the Commonwealth of VA within 18 months of being eligible to take the exam after receiving their WO-4 license or being hired by the City.

Water Operator 2 – employees must possess or acquire a Class 2 Waterworks Operator license through the Commonwealth of VA within 18 months of being eligible to take the exam after receiving their WO-3 license or being hired by the City.

### **Optional Certification-with Additional Pay Incentive**

Water Operator 1 - employees may possess or acquire a Class 1 Waterworks Operator license through the Commonwealth of VA.

The employee is allowed to take the exam as many times as is necessary to pass within the timeframes listed above. It is feasible that an employee could re-schedule and re-take a failed exam on a weekly basis to provide ample opportunity to pass the exam within the timeframe. The City will pay for the employee to take any level of exam a maximum of three (3) times. If the exam is not passed on the third attempt, the employee will be responsible for paying the fees associated with taking the exam each additional attempt until the employee either passes or runs out of the time allotted. Once a level is reached, the employee is required to maintain those certifications.

### **Additional Requirements**

The work is heavy work which requires exerting up to 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:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **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.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** sufficient to perceive the nature of sounds at normal speaking levels with or without correction; 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: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers
- Standing: particularly for sustained periods of time.
- Talking: sufficient to express or exchange 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: to effectively operate equipment; ability to read and write reports, read meters and monitors, correspondence, instructions, drawings, etc.; and to operate motor vehicles by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.