

**CITY OF WEST COLUMBIA, SC
JOB DESCRIPTION, REVISED JUNE 10, 2016**

**JOB TITLE: WATER PLANT OPERATOR A
WATER PLANTS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, operates water treatment plant and pump station in accordance with established rules, regulations, standards and guidelines to supply safe, potable water to the citizens of West Columbia, the Town of Lexington and Lexington County. Tasks include operating and maintaining equipment, taking water samples, performing quality tests on water samples, checking water pressures, preparing reports, etc. Reports to the Water Plant Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operates and controls electric motors, pumps and valves to regulate flow of raw water treating plant.

Operates and monitors SCADA System.

Loads specified amounts of chemicals, such as chlorine, ammonia and lime into water or adjusts automatic devices that admit specified amounts of chemicals into treatment section to disinfect and clarify water.

Starts flashmixers to mix chemicals and allow impurities to settle to bottom of basin.

Turns valves to regulate water through filter beds to remove impurities.

Pumps purified water into water mains and storage tanks.

Monitors panel board and adjusts controls to regulate flow rates, loss of head pressure, water elevation and the distribution of water.

Cleans filter beds using backwash system and periodically cleans filter basins and settlement basins with a pressure washer.

Tests water samples to determine acidity, color and impurities using colorimeter, turbidimeter and conductivity meters.

Records data such as residual content of chemicals, water turbidity and water pressures.

Prepares various records and reports including flow charts, filter backwash charts, turbidity charts, bacteria records, dosage charts, calibration records, etc. Maintains such records and reports as directed by SC DHEC.

Operates/utilizes a variety of types of equipment including water pumps, chlorine onsite generator (OSG) unit, alum feeder, lime/caustic feeder, fluoride feeder, turbidity meter, autoclave, diagnostic instruments, laboratory equipment, mechanic' tools, etc.

Cleans and maintains administrative, chemical, raw water and high service pump buildings.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a vocational/technical school education/training in water treatment plant operations and one year experience in water treatment plant operations; or any equivalent combination of education and experience, which provides the required skills, knowledge and abilities for the position. Must possess certification as a Water Treatment Plant Operator "A".

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of types of equipment including pumps, flashmixers, turbidity meter, PH meter, autoclave, lime feeder, alum feeder, chlorinator, control board, various types of mechanic's tools and supplies, etc. Must be physically able to exert up to 25 pounds of force frequently or constantly to lift, carry, push, or otherwise move objects. Physical demands are in excess of sedentary work; position requires constant standing, walking, reaching, stooping, crouching, and climbing. Must be able to lift and/or carry weights of approximately 50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read and understand a variety of documents, reports and manuals. Requires the ability to prepare various charts, records and reports relative to water testing and other activities. Requires the ability to interact with supervisor, co-workers, other department personnel and the general public, etc., with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as water treatment processes in order to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and utilize decimals; to apply algebraic principles; and to determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with emergency situations.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Possesses knowledge of the methods, theories, processes and procedures used in operating the water treatment plant. Has knowledge of the rules, regulations, standards and guidelines governing the operation of water treatment facilities. Has knowledge of state and federal permit requirements for effluent quality including those set forth by the EPA and SC DHEC. Has knowledge of departmental safety rules and procedures and is able to use related protective equipment. Knows procedures used in collecting and testing water samples. Has good knowledge of chemicals used in water treatment and is able to utilize same safely and accurately. Knows of clearwell and tank levels, which must be maintained in order to meet water demands. Understands the importance of maintaining sanitary conditions in the plant, and is able to do so at all times. Has good understanding of procedures used in correcting system failures and is able to learn and apply new ideas, concepts, repair techniques, etc. Is able to understand and follow oral and written instructions. Is willing and able to perform work under various weather conditions. Is able to maintain logs, reports, etc., in a neat and accurate manner. Is able to communicate effectively with supervisor, co-workers, members of the public, etc. Knows how to make minor repairs and/or adjustments to equipment. Knows how to read and understand the plant control board. Has the ability to use independent judgment in routine as well as occasional non-routine situations. Has good technical and organizational skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all city departments and divisions, supervisor, co-workers and members of the public.

Quantity of Work: Performs described Specific Duties and Responsibilities and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations of the city.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, city policy, standards and prescribed procedures. Remains accountable for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with

respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with city policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the city.

Relationships with Others: Contributes to maintaining high morale among other employees. Develops and maintains cooperative and courteous relationships with other employees, supervisors, and managers. Maintains a cooperative and courteous manner when dealing with the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities as set forth by the immediate supervisor.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards established by the city and various regulatory agencies. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.