

Village of Beech Bottom

Class 1 Water Operator

Part-time Position-Up to 30 hour work week

Under general supervision, monitors and controls water system facilities and equipment manually and/or using information technology to regulate raw water supply and treated water distribution and monitor and control water quality; and performs related work as required.

An Operator DWP (Class 1) Job Description Title:

Job Summary:

An Operator of the Drinking Water Plant (DWP) operates, maintains, and monitors water quality in the water distribution system and treatment facilities to ensure it meets or exceeds quality standards and compliance with all federal, state and local regulatory requirements. An Operator's duties include the monitoring and control of the entire plant and remote facilities. Additional duties include but are not limited to: performing laboratory quality-control analyses and record keeping. This position also involves minor and major repair work, routine preventative maintenance, and cleaning duties. An Operator is responsible for providing assistance to the Senior Operator on his shift.

Duties and Responsibilities:

Participates in the operations of the Water Treatment facilities to meet applicable standards of the governing regulatory agencies. Keeps accurate operating records and can interpret such records. Completes and submits routine and special reports as assigned. Participates in the maintenance of plant equipment. Limited interaction with vendors, contractors, and outside agencies. Monitors the in-plant system. Communicates operation changes with supervisor. Performs sampling and laboratory tests. Provides customer service, to include but not be limited to meeting with customers in the field and making courtesy calls by telephone. Performs office related work, to include but not be limited to: using computer hardware and software. Ensures that the facilities are maintained and operated in such a manner as to meet OSHA safety standards. Handles and applies chemicals in a safe and appropriate way. Maintains proper housekeeping and grounds cleanup. Adjusts the treatment process and pumping as required within the supervision of his shift superior. Recognize the need to make basic adjustments to plant processes, as needed, to meet water quality and/or quantity standards. Demonstrates continuous effort to provide seamless operations, maintain safe and quality water, as well as keeping costs to a minimum. Other duties as assigned.

Able to establish and maintain effective working relationships with coworkers, officials, consultants, contractors, developers and the public.

Required Experience and Education:

High School Diploma or equivalent (GED) (required) plus: Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities, which would typically be acquired through:

Recognize the need to make basic adjustments to plant processes, as needed, to meet water quality and/or quantity standards. Must have the ability to troubleshoot, diagnose equipment problems, participate in the necessary repairs and request assistance when needed. Knowledge of technical codes, ordinances and regulations pertaining to water treatment. A valid driver's license (required).

Work under direction of policy, standard operating procedures, regulations and laws. Occasional supervision auditing the work is required. All unusual questions or problems are referred to the supervisor.

Certifications and Licenses:

Class I Water Operator: 18 years old High school diploma or GED Commissioner-approved Class I course

Class II Water Operator: 18 years old High school diploma or GED Commissioner-approved Class II course

Shifts involve holidays, weekends, and relief work. Must be willing to work overtime, holidays, and weekends, as required. Compliance with the on-call schedule is a condition of employment.

Employee Approval:

By signing below, I accept and approve this job description.

Supervisor Approval: By signing below, I accept and approve this job description
