

<b>JOB TITLE:</b>	<b>UTILITIES TREATMENT PLANT OPERATOR</b>		
<b>Reports to:</b>	Utility Director		
<b>Department/Group:</b>	Water / Wastewater	<b>Job Status:</b>	Non-Exempt
<b>Location:</b>	Ocala, Florida	<b>Travel Required:</b>	No
<b>Applications Accepted By:</b>			
<b>FAX:</b> 352-414-5461  <b>EMAIL:</b> crystal_house@blccdd.com	<b>MAIL:</b> Bay Laurel Center CDD Attn: HR Department 8470 SW 79 <sup>th</sup> Street Road, suite 3 Ocala, FL 34481	<b>PHYSICAL DROP LOCATION:</b> Bay Laurel Center CDD Attn: HR Department 8470 SW 79 <sup>th</sup> Street Road, suite 3 Ocala, FL 34481	
<b><u>MAJOR FUNCTIONS</u></b>			
<p>This is a skilled and technical position that is progressively responsible in the operation and monitoring of a water and/or wastewater utility treatment plants, effluent disposal systems, water distribution and wastewater collection systems by working with highly sophisticated, complex automated, and manual equipment.</p>			
<b><u>WATER TREATMENT PLANT OPERATOR</u></b>			
<p>Operates treatment plant machines and equipment to purify and clarify water for human consumption and ensures compliance with regulatory agencies.</p>			
<b><u>WASTEWATER TREATMENT PLANT OPERATOR</u></b>			
<p>Operates sewage treatment, biosolids processing, and disposal equipment at wastewater (sewage) treatment plant to control flow and processing and disposal of sewage and reclaimed water. Ensures compliance with regulatory requirements.</p>			
<b><u>JOB DESCRIPTION:</u></b>			
<b><u>ESSENTIAL FUNCTIONS</u></b>			
<p><b>THESE ESSENTIAL JOB FUNCTIONS ARE NOT TO BE CONSTRUED AS AN ALL-INCLUSIVE STATEMENT OF ALL DUTIES PERFORMED. INDIVIDUALS MAY BE REQUIRED TO PERFORM OTHER JOB RELATED MARGINAL DUTIES AS ASSIGNED, INCLUDING WORKING IN OTHER FUNCTIONAL AREAS TO COVER ABSENCES OR RELIEF TO BALANCE THE EXISTING WORK LOAD BETWEEN STAFF. INDIVIDUALS ARE REQUIRED TO REPORT TO WORK AT THE APPOINTED HOUR, AS SCHEDULED, AND WORK THE ENTIRE ASSIGNED SHIFT.</b></p>			
<b><u>WATER TREATMENT PLANT OPERATOR</u></b>			
<ul style="list-style-type: none"> <li>• Performs work activities associated with the water treatment plant(s) by operating, controlling and calibrating electric motors, pumps, and valves to regulate the flow of raw water into the treatment plant.</li> <li>• Conducts frequent and periodic inspections of treatment plant(s) to properly evaluate and detect deficiencies or malfunctions and initiates corrective action by notifying management accordingly.</li> </ul>			

- Performs required environmental tests, analysis, and observations and maintains detailed operating records, reports and log sheets.
- Assists with the preparation of the monthly, quarterly and annual reports for the Department of Environmental Protection and the Southwest Florida Water Management District.
- Regularly collects water test samples from various points according to established schedule to ensure continued compliance with regulatory standards.
- Adjusts and calibrates automated devices that monitor process parameters and/or admit specified quantities of chemicals for the purpose of treatment of potable water.
- Assists in making improvements in efficiency of department by making recommendations related to equipment and obtaining price quotes from vendors for daily operational supplies and equipment.
- Monitors process controls and adjusts controls to regulate flow rates, loss of head pressure and water elevation and distribution.
- Cleans tanks; repairs and lubricates machines and equipment and ensures that routine maintenance is performed.
- Participates in new employee's orientation and may oversee work of trainees or other subordinate operators as needed or instructed.
- Knowledge of OSHA, Hazmat, and District requirements in safety and operations as the job involves possible exposure to toxic chemicals, fumes, or particles and/or blood, body fluids, or tissues through contact with injured workers.
- Assists in responding to chlorine leaks as a member on the Hazard Response Team.
- Ensures safe use of all chemicals and mechanical treatment related supplies.
- Operates emergency generators and auxiliary equipment when needed.
- Works a rotating twenty-four hour, seven-day on-call shift for emergency coverage.

#### **WASTEWATER TREATMENT PLANT OPERATOR**

- Monitors control panels and adjust valves and gates manually or by remote control to regulate flow of sewage and/or reclaimed water.
- Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration and bio-solid digestion process.
- Keeps records of plant efficiencies and control parameters for use in establishing trends in process control.
- Recommends process control parameters based on analysis of test samples.
- Conducts frequent and periodic inspections of treatment plant(s) to properly evaluate and detect deficiencies or malfunctions and initiates corrective action by notifying management accordingly.
- Performs required environmental tests, analysis, and observations and maintains detailed operating records, reports and log sheets.
- Assists with the preparation of the monthly, quarterly and annual reports for the Department of Environmental Protection and the Southwest Florida Water Management District.
- Adjusts and calibrates automated devices that monitor process parameters and/or admit specified quantities of chemicals for the purpose of treatment of wastewater.
- Assists in making improvements in efficiency of department by making recommendations related to equipment and obtaining price quotes from vendors for daily operational supplies and equipment.
- Issue repairs and lubricates machines and equipment and ensures that routine maintenance is performed.

- Participates in new employee's orientation and may oversee work of trainees or other subordinate operators as needed or instructed.
- Knowledge of OSHA, Hazmat, and District requirements in safety and operations as the job involves possible exposure to toxic chemicals, fumes, or particles and/or blood, body fluids, or tissues through contact with injured workers and facility processes.
- Assists in responding to chlorine leaks as a member on the Hazard Response Team.
- Ensures safe use of all chemicals and mechanical treatment related supplies.
- Operates emergency generators and auxiliary equipment when needed.
- Works a rotating twenty-four hour, seven-day on-call shift for emergency coverage and may be called to assist distribution and collection operators.

**Non-Essential Job Functions**

- Performs general custodial work to keep plant clean and orderly.
- May assist in cross training of other plant and field personnel.
- Attends training and continuing education sessions.
- Provides first aid and cardiopulmonary resuscitation (CPR) in emergency situations.
- May be required to transport, mix, handle or use hazardous materials (other than cans of gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.
- Performs other related duties as assigned.

**CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public, third parties, and other District employees. Individuals are expected to be professional and courteous at all times. Service is provided in person or by phone contact.

**SUPERVISION**

This position is to report directly to the Utility Operations Manager. This position has no supervisory responsibility at entry level. Individuals classified as a higher operator level may be requested in the absence of the previous stated manager to fill in and help achieve the District's goals in daily operations and incur some supervisory responsibilities. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

**PHYSICAL DEMANDS**

- Periodically be required to sit, climb, balance, stoop, kneel, crouch, or crawl.
- Regularly be required to stand, walk, and drive.
- Work requires physical strength and agility sufficient to safely perform all essential job functions including the ability to occasionally lift, carry, push, or pull 50 pounds without assistance.
- Special vision requirements (with or without correction) are close, distance, depth perception, peripheral vision, ability to focus and distinguish color.

- Frequent use of hands to handle or feel.
- Ability to verbally communicate with others.
- Acceptable hearing (with or without hearing aid).
- Must have ability to smell and detect odors that could be associated with the job.
- Work requires the use of respiratory protection including self-contained breathing units in compliance with Occupational Health and Safety Administration (OSHA) regulations. Employees will be required to pass these testing's on an annual basis.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

**ENVIRONMENTAL CONDITIONS**

The work environment characteristics described below are representative of those an employee may encounter while performing the essential functions of their job:

- Works inside office/laboratory conditions.
- Periodically exposed to wet or humid conditions causing the working environment to develop uneven and slippery working surfaces.
- Works outside in various weather conditions to include extreme heat or extreme cold temperatures.
- Susceptible to various odor, fumes or airborne particles.
- Exposed to moving mechanical parts.
- Will require exposure to hazardous conditions and toxic chemicals.
- Work may require exposure to prolonged high noise levels.
- Risk of exposure to electrical shock and vibration.
- Occasionally works in high precarious places such as the elevated levels both inside and outside of storage tanks.
- Works in confined spaces in compliance with Occupational Health and Safety Administration (OSHA) regulations.

**REQUIREMENTS PERTAINING TO EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS**

(A comparable amount of training, education, or experience can be substituted in lieu of certain minimum qualifications)

**WATER TREATMENT PLANT OPERATOR**

Water Operator	Operator I	Operator II	Operator III
Accredited high school diploma <b>OR</b> possession of an acceptable equivalency diploma	Required	Required	Required
Valid Florida driver's license	Required	Required	Required
American Red Cross CPR/First Aid Certificate	Required	Required	Required
Base required license/certification issued by Florida Department of Environmental Protection	Working towards a class "C" license in water. (Must be completed with required coursework within the first 12 months of employment)	"C" <b>OR</b> higher license in water	Dual "C" certificates in both water and wastewater <b>OR</b> an advanced single license "B" or higher in water
Total license/certifications	0	1	2
Experience (years)	0-1	1-2	2-3

**WASTEWATER TREATMENT PLANT OPERATOR**

Wastewater Operator	Operator I	Operator II	Operator III
Accredited high school diploma <b>OR</b> possession of an acceptable equivalency diploma	Required	Required	Required
Valid Florida driver's license	Required	Required	Required
American Red Cross CPR/First Aid Certificate	Required	Required	Required
Base required license/certification issued by Florida Department of Environmental Protection	Working towards a class "C" license in water. (Must be completed with required coursework within the first 12 months of employment)	"C" <b>OR</b> higher license in wastewater	Dual "C" certificates in both water and wastewater <b>OR</b> an advanced single license "B" or higher in wastewater
Total license/certifications	0	1	2
Experience (years)	0-1	1-2	2-3

**JOB SKILLS AND MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The following are requirements representative of the required knowledge, skills, and abilities.

**Language Skills**

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to maintain routine plant operations records.
- Ability to conduct presentations, tours, and training for education, safety and operations.
- Ability to effectively present information and respond to questions of managers, clients, customers and the general public both orally and in writing.
- Ability to cross train and instruct personnel.

**Mathematical Skills**

- Ability to calculate figures and amounts such as percentages, area, volume, circumference and proportions.
- Ability to apply concepts of basic algebra and geometry.

**Problem Solving Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form.
- Able to resolve problems involving several concrete variables in standardized situations.
- Ability to analyze plant equipment, tools, material and lift station problems and take corrective action.

**Specialized Skills**

- Working familiarity with local, state and feral regulations governing plant and system operations.
- Possess a basic knowledge and understanding of cleaning, maintenance, safe working practices, mechanical, electrical, and hydraulic principles for water and/or wastewater plant operations.
- Demonstrated pump-mechanical aptitude; ability to inspect machinery and other equipment in operations and the ability to detect flaws and malfunctions in operations.
- Must exercise good judgment regarding use of equipment, tools and materials.
- Possess knowledge and methods regarding modern procedures and practices for operation of a water and/or wastewater treatment plant.
- Ability to read meters, charts and other information related to the field accurately, to document and maintain records, and to perform chemical and mathematical equations and analysis accurately.
- Must be motivated self-starter and take initiative with completion of projects prior to being assigned.
- Ability to assist in the implementation of work plans, programs and procedures.
- Ability to remain calm in stressful situations.
- Ability to work rotating holidays and emergency call outs.

- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needs, and considering larger organization or team goals rather than individual concerns, including but not limited to the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

Employee will be required to be proficient in utilizing and operating the following equipment to perform his/her job satisfactory:

- Computer and various office equipment (telephone, calculator, etc.)
- Standard trade tools (both hand held and electrical)
- Various meters, volt meters, pumps and analyzers
- Weight scales, drying oven, microscope and other laboratory equipment
- Blower
- Occasional use of a backhoe
- Motor Vehicle

**Additional Notes:**

- Pre-employment medical examination required to include satisfactory drug screening.
- Due to the nature of the industry, optional Hep B vaccination series is offered.
- Employee could work with the use of a respiratory protection including self-contained breathing units in compliance with Occupational Health and Safety Administration (OSHA) regulations. In this event, he/she would be required to pass these testing's on an annual basis. In this event, the use of respiratory protective equipment may require the employee to be clean-shaven.

**ACKNOWLEDGEMENT OF JOB DESCRIPTION**

Acknowledgment and receipt of said job description, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Employee is being hired / transferred for the position of **Utilities Treatment Plant Operator (Level)** \_\_\_\_\_.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

DFWP/EEOC/ADA

Reviewed By:	Crystal House, Office Manager	Approved By:	Crystal House
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