

**CITY OF ST. CLAIR
JOB DESCRIPTION**

WATER TREATMENT PLANT OPERATOR

Supervised By: Water Plant Lead Operator
Supervises: No supervisory responsibility

Position Summary:

Reporting to the Water Plant Lead Operator, this position will perform technical, semi-skilled and labor work in the operation, maintenance, and repair of equipment and machinery in the Water Treatment Plant and the supporting distribution system. The position will require the maintenance of records, preparation of reports, performance of water quality testing and other related work.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following job functions. These examples are not inclusive of all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each typical function adequately.

- Control treatment plant machines and equipment to provide continuous water treatment, while meeting state requirements, and producing sufficient water for system users
- Operator is responsible for operating the facility's SCADA system
- Responsible for recording rates of water flow, pressure, temperature, and chemical usage. Must be capable of operating low service, transfer, and high service pumps. An ability to operate chemical feed pumps is also a requirement.
- Operator will assist in the preparation of weekly and monthly reports required for internal management of the system and reporting to the Michigan Department of Environment, Great Lakes and Energy (EGLE)
- Operator will be required to troubleshoot and repair all equipment
- Conduct laboratory tests and analysis for coli form bacteria, pH, turbidity, hardness, alkalinity, fluoride, and chlorine residual
- Perform related work as required

Special Duties:

In addition to daily operation duties this position requires the operator to perform meter reading, conduct service calls, collect distribution water samples, and perform basic water distribution work (meter maintenance, turn on/off service).

Required Knowledge, Skills, & Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

- High School Graduation or GED
- Undergraduate degree from an accredited municipal water treatment program is preferred
- Possess a minimum F4 certification for the EGLE or capable of obtaining one within twelve (12) months of service
- Knowledge of the rules, regulations, methods, materials, and equipment used in water treatment plant operations and maintenance
- Knowledge of water pumping and distribution systems
- Ability to follow water sampling and testing procedures
- Mechanical ability
- Problem solving
- Knowledge of various chemicals used in testing and treating procedures
- Ability to work independently
- Ability to remain on the premises, during work hours, until such time that relief has arrived or the plant has been shut down at the end of the day
- Ability to add, subtract, multiply, divide. Use percentages, ratios, etc.
- Ability to read, write, speak English language
- Be able to use MS-Office products (Excel, and Word)

Physical Demands & Work Environment:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is regularly required to walk, sit and use their hands. The employee must also be able to stand, stoop, kneel, crouch, and/or crawl. The employee must frequently lift and/or move items of light to heavy weight. The candidate must be able to move freely about the City from one worksite to another and climb stairs.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and/or heavy machinery and varying weather conditions.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer and job requirements.