

POSITION DESCRIPTION**CITY OF FAIRMONT****POSITION:** Water Plant Operator**DIVISION:** Public Works**DEPARTMENT:** WaterPOSITION SUMMARY

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of the water treatment plant facilities and systems.

POSITION AUTHORITY

Works under limited supervision within plant schedules and state and federal guidelines. Works rotating shifts. Afternoon, night and weekend shifts. Will work alone.

RELATIONSHIPS

IMMEDIATE SUPERVISOR: Water Plant Operation Supervisor

SUPERVISES: None

EMPLOYEE CONTACTS: All employees within these departments, water plant and distribution, wastewater, steam, line, power plant, parks, street, city hall, engineering, police, and fire.

OUTSIDE CONTACTS: General public, Department of Health, MPCA, EPA.

WORKING CONDITIONS: Job is mostly an inside position but the employee will occasionally work in the outside weather conditions to help in unloading parcels and chemicals. The employee occasionally works near moving mechanical equipment and is exposed to wet and or humid conditions. The employee is frequently exposed to toxic or caustic chemicals.

RESPONSIBILITIES

Monitors the performance of all equipment, gauges and charts in the treatment plant, intake station, water towers and pump stations.

Records statistical data concerning plant operations.

Assures there is an adequate supply of water within the system at all times. Assures that the plant is operating within the required standards.

Maintains, operates, repairs and replaces equipment as needed.

Performs and interpret all required water plant operators laboratory testing and make proper operational adjustments from the laboratory results during the shifts the operator is working alone. Make process control calculations and adjustments.

Transfer chemicals to maintain proper levels in day and bulk tanks.

Performs some general housekeeping duties. (i.e. painting, mop floors, wash windows, walls).

Reports any unusual conditions or equipment problems to the plant Operation Supervisor.

Clean filters and chemical feeders and chemical feed lines as needed.

Maintain data records on computer and on daily logs.

Perform other duties as directed.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High school diploma and a two-year technical degree in Water Treatment and Operation or its equivalent. Class D Water Treatment Certification required or the ability to obtain within six months. Work experience in the field of water treatment or water distribution preferred. Valid MN driver's license required.

KNOWLEDGE, SKILLS AND ABILITIES

Position will be required to pass the Sacramento State University Water Treatment Correspondence Volume I and Volume II by the end of the six month probationary period at the employee's expense.

Working knowledge of equipment, facilities, materials, methods and procedures used in water plant operation and maintenance activities.

Working knowledge of laboratory procedures and practices involved in water chemistry.

Ability to interpret, operate and navigate SCADA monitoring systems.

Ability to perform process control calculations and adjustments related to chemical feed rates.

Ability to work safely and follow OSHA operating procedures.

Ability to communicate effectively with the public and co-workers.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detections devices, mobile radio, computer and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects tools, or controls and reach with hands and arms. The employee

frequently is required to stand. The employee is required to walk, talk, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and or move objects weighing from 10 pounds up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee must be able to handle high pressure water hoses and power washer equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. Work may also occur on/in the lake or overhead. The employee is occasionally exposed to cold, wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DATE APPROVED _____