

CITY OF PARK RIVER



Job Description

Title: Water Plant Operator	Effective Date: 12/2015
Department: Public Works/Streets	FSLA Status: Non-Exempt
Reports To: Public Works Director	Supervises: None
Status: Full Time	Pay Range:

SUMMARY:

Under the direction of the Public Works Director, the Water Plant Operator is responsible for the operation and maintenance of the City's water treatment plant, electrical distribution system, wastewater system, sanitation and street maintenance and other duties as assigned.

ESSENTIAL FUNCTIONS:

- Operate and maintain water treatment plant equipment, facilities and grounds; fill chemical hoppers on mechanical feed systems.
- Perform preventive plant maintenance; conduct periodic plant inspections to identify potential problems; assist in repairs and service of system failures.
- Assist with monitoring plant systems control panel; train lower level staff in plant operations.
- Collect water samples and assist with chemical analysis of water; compute chemical feed dosages and adjust chemical feeders; participate in unloading chemicals and assist with chemical inventory.
- Basic mathematical and chemistry principals.
- Clean and maintain the treatment plant and grounds; sweeping, mopping, mow grass, and shovel snow from sidewalk.
- Answer emergency phone and radio calls and make referrals when necessary; record all emergency calls received.
- Adhere to safe work practices and procedures.
- Assist with monitoring pressure, elevated tank, and ground storage tank levels.
- Assist with the maintenance of City streets; snow removal, tree trimming, asphalt repair, mowing grass, street sweeping, and perform other duties as required for public safety.
- Assist with the maintenance of the wastewater collection system and the lagoon system; checking, cleaning lift stations, flushing manholes, mowing grass around the lift stations and lagoon ponds.
- Assist with the maintenance of the water distribution system; check water tower, mow grass, assist with water main leaks, and flushing.
- Assist with the maintenance of the electric distribution system; assist the lineman in his/her duties, splicing, trenching, changing electrical equipment, etc.

MINIMUM QUALIFICATIONS

- Conduct tours of plant facilities as required; answer questions from the public regarding water treatment.
- Must be able to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Must be a minimum of 21 years of age.

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REQUIRED LICENSING or CERTIFICATION:

Valid North Dakota Driver's License

Class III Water Treatment

Class II Wastewater Collection

Class II Wastewater Distribution

The city will pay for one water test per operator. If an employee fails and has to retest, they are responsible for additional costs.

PHYSICAL DEMANDS and WORK ENVIRONMENT

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. 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; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours.

The noise level in the work environment can be loud, ear protection is provided.

The City of Park River promotes a drug/free work environment through the use of mandatory pre-employment drug testing.

Date Approved: 12/2015

Employee: _____

Employee Signature: _____

Date: _____