

CITY OF NICHOLASVILLE  
POSITION DESCRIPTION

Class Title: Water Plant Operator

Dept/Div: Utilities/Water Plant

Supervisor: Water Plant Superintendent

Supervises: None.

Class Characteristics: Under general supervision, assists in the daily operation and maintenance of the water plant; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs daily operation and maintenance of the water plant involving collection and treatment of water in compliance with established procedures and standards and federal and state laws and administrative regulations.
2. Inspects and/or monitors pumps, charts, gauges and meters daily.
3. Collects water samples and conducting lab tests; adjusts chemicals and/or equipment as necessary.
4. Adds chemicals in accordance with prescribed standards.
5. Prepares and maintains accurate reports/records.
6. Performs servicing and preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment to superiors.
7. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools.
8. Maintains and cleans plant and grounds.
9. Attends training programs to obtain required licenses after meeting experience requirements.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by a minimum of one year work experience as a Water Plant Operator (Trainee) and

recommendation of the Water Plant Superintendent.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of water plant operations.
2. Knowledge of federal, state laws and administrative regulations with reference to water treatment.
3. Knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of and ability to comply with safety standards.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to assist with maintaining preventive maintenance and servicing program.
3. Ability to prepare and maintain accurate reports.
4. Ability to assist with maintaining inventory of chemicals, spare parts and tools.
5. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are detailed and specific, covering all aspects of the work; instructions are more general after the employee learns each job.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most completed work is reviewed until the employee learns each job.

Analytical Requirements: Problems require analyses based on precedent.

Physical Demands of the Job: Work requires access to buildings, including high places, confined spaces, and using stairs and ladders; intermittent standing, walking and stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicles and equipment; exposed to machinery and its moving parts; exposed to fumes, chemicals and toxic substances; must be able to wear respirator; must have good color discrimination.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, phone, computer, calculator, etc.), safety equipment, vehicles, mower.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Light/moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

Certification Requirements: Must obtain Class IVA Water Plant Operators License within eighteen months after meeting education and work experience requirements; obtaining licenses at each level leading up to Class IVA is preferred, but not required.

Additional Requirements: Must be able to work irregular shifts, including evenings, nights and weekends; must be able to respond to emergency situations at all hours.

Overtime Provision: Non-exempt.

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