

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Water Plant Operator (Trainee)

Dept/Div: Utilities/Water Plant

Supervisor: Water Plant Superintendent

Supervises: None.

Grade: 19

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. Assists in the 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. Assists with inspection and/or monitoring of pumps, charts, gauges and meters daily.

3. Assists with collection of water samples and conducting lab tests; adjusts chemicals and/or equipment as necessary.

4. Adds chemicals in accordance with prescribed standards.

5. Assists with preparation and maintenance of accurate reports/records.

6. Assists with forwarding of water samples and reports as required.

7. Assists with performing 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.

8. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools.

9. Assists with cleaning of plant and grounds.

10. Attends training programs to obtain required licenses.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED); no training experience requirements. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Ability to obtain knowledge of water plant operations.
2. Ability to obtain knowledge of federal, state laws and administrative regulations with reference to water treatment.
3. Ability to obtain 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: 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: None.

Mental Effort: Light.

Interruptions: Few.

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

Certification Requirements: As a condition of continued employment, must obtain Class IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky within eighteen months after meeting experience requirements. Obtaining license at each level after meeting experience requirements is preferred, but not required.

Additional Requirements: Must be able to respond to emergency situations at all hours.

Overtime Provision: Non-exempt.