

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Senior Water Plant Operator

Dept/Div: Utilities/Water Plant

Supervisor: Water Plant Superintendent

Supervises: May Supervise Personnel Assigned to Plant in the Absence of a Higher Authority.

Grade: 27

Class Characteristics: Under general direction, assists in the daily operation and maintenance of the water plant; may supervise personnel assigned to the plant in the absence of higher authority; performs related work as required.

General Duties and Responsibilities:

Essential:

1. May assume responsibility for the plant in the absence of a higher authority.
2. 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.
3. Monitors all aspects of the plant for unusual conditions or problems.
4. Inspects and/or monitors pumps, charts, gauges and meters daily.
5. Collects water samples; conducts lab tests; adjusts equipment as necessary; adjusts chemicals as necessary.
6. Adds chemicals in accordance with prescribed standards.
7. Prepares and maintains accurate reports/records.
8. Services and performs 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 and tools to superiors.
9. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools.
10. Performs minor construction projects.
11. Maintains and cleans of plant and grounds.
12. Attends training programs to obtain license at each level after meeting experience requirements.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by work experience and/or education acceptable by the Kentucky Natural Resources and Environmental Protection Cabinet to have received Class IVA Water Plant Operators License and upon the recommendation of the Water Plant Superintendent.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of water plant operations.
2. Thorough knowledge of federal, state laws and administrative regulations with reference to water treatment.
3. Thorough knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Thorough 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 prepare and maintain preventive maintenance and servicing program.
3. Ability to prepare and maintain accurate reports.
4. Ability to maintain inventory of chemicals, spare parts and tools.
5. Ability to supervise the work of water plant operators while assisting with performing required duties.
6. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
7. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

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 a 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: Little or no use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

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

Certification Requirements: Must possess and maintain a Class IVA Water Treatment Plant Operators License issued by the Commonwealth of Kentucky.

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

Overtime Provision: Non-exempt.