

# **WATER FILTRATION PLANT OPERATOR (DIVISION 3)**

## **SUMMARY**

Performs responsible operational and maintenance work related to water filtration. To conduct all duties assigned in a safety conscious manner.

## **SUPERVISION EXERCISED**

May supervise seasonal employees, as assigned.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Water Plant Superintendent, Chief Operator, Maintenance Foreman. Often works without direct supervision.

## **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform as scheduled or assigned).

1. Adheres to established safety policies and procedures and participates in safety instruction and programming.
2. Accurately records activity, labor, and equipment time on time cards, in keeping with departmental policies. Records information related to vehicle usage, equipment, maintenance, work assignments and other activities.
3. Assists maintenance personnel as required.
4. Performs housekeeping, building and grounds maintenance as required.
5. Performs related work as required.

### **Operational Shift:**

1. Responsible for plant operations during assigned shift. Operates the plant in accordance with established procedures of water pumping, clarification, filtration, and chemical treatment. Controls and monitors all operations of pumps, feeders, clarification, filters, and other equipment. Monitors gauges, levels, and other instruments to determine and record operational functions.
2. Performs all routine and advanced laboratory tests required, or assigned, that may be deemed necessary for efficient operation, control, and records of the water filtration plant and as required by the Michigan Department of Environmental Quality.

Water Filtration Plant Operator (cont.)

3. Detects malfunctions of equipment and machinery and makes minor repairs; informs supervisory personnel of such occurrences.
4. Assists or trains subordinate personnel as required.

**Maintenance Shift:**

1. Performs routine maintenance, repair, overhaul, installation, lubrication, and painting of all water plant equipment, piping, electrical, and building and grounds as required or specified.
2. Inspects equipment, machinery, and piping to determine operating condition; reports malfunctions or defects to the appropriate supervisor.
3. Tests and calibrates equipment, controls, gauges, etc., as required.
4. Assists Maintenance Foreman in scheduling routine maintenance and maintaining records of material, supplies, and spare parts.
5. Checks, refills, and unloads chemical storage and chlorine tanks and changing of chlorine tanks.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability (KSA'S) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable working knowledge of water treatment and of mechanical equipment and component parts of a water treatment plant.

Considerable knowledge of the methods, materials, and equipment used in water treatment, pumping, and filtration operations and maintenance.

Knowledge and skill in chemistry and biology to make routine and advanced laboratory tests to determine the chemical, mineral, and bacteriologic contents of water.

Mechanical and electrical aptitude; skill in detecting malfunctions of equipment and machinery.

Skill in the maintenance and repair of pumps, valves, gauges, mechanical, and electrical equipment.

Ability and motivation to keep abreast of new developments in the fields of water treatment and maintenance procedures.

Ability to maintain accurate records.

Ability to understand and follow written and oral instructions; ability to work effectively with little direct supervision.

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Ability to maintain effective working relationships with fellow employees and the public.

Educational requirements include a high school diploma or the equivalent.

Must obtain a Michigan Department of Environmental Quality (MDEQ) F-4 Operator's Certificate within the time period required by the MDEQ. Must keep Operator's Certificate current by regularly attending MDEQ accredited courses and seminars.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; climb; use hands to finger, handle, or feel; talk and hear; reach with hands and arms, stoop, kneel, and crouch. The employee is occasionally required to balance and travel to other locations. The employee may typically lift and/or move items of up to 60 pounds. Employees will regularly experience prolonged standing and walking. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to change focus, and ability to distinguish color.

**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 is regularly exposed to moving mechanical parts and/or heavy machinery equipment. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; grease and oil from equipment; vibration; and risk of electrical shock. The noise level of the work environment is usually moderate, but occasionally loud.

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