Water Treatment Plant Operator/ Training & Safety Coordinator

WTP/4-831

Water Treatment Plant

JOB SUMMARY

This position is responsible for participating in the operation of a water treatment plant and coordinating plant operations and safety training of personnel.

MAJOR DUTIES

1. Develop and administer the plant operational training program to ensure acquisition of technical skills.
2. Trains new personnel; coordinate and conduct training for technical and non-technical staff on operation and maintenance related topics.
3. Identify and recommend training and safety requirements for plant personnel to meet the needs of the department.
4. Develop, implement and maintain required operating standards, written safety and health programs and plans.
5. Coordinate and conduct safety inspections; investigate “near miss” situations.
6. Monitors the operation of tanks, pumps, backwash filters, and other equipment.
7. Pumps sludge and removes from drying beds.
8. Runs regular plant tests.
9. Makes chemical adjustments as needed.
10. Changes chlorine cylinders as needed.
11. Changes water flow.
12. Maintains plant and plant grounds.
13. Maintains accurate records and prepares reports.
14. Gathers, organizes, examines, and evaluates data and makes appropriate response.
15. Operates, maintains, and repairs machinery or experience.
16. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the operating procedures of the county’s water treatment plant.
2. Knowledge of the maintenance and repair of mechanical equipment.
3. Knowledge of occupational hazards and safety precautions necessary for the safe operation of a water treatment plant.
4. Knowledge of chemical application in the water treatment process.
5. Knowledge of basic arithmetic.
6. Knowledge of computers and job-related software programs.
7. Skill in testing and repairing meters and gauges.
8. Skill in oral and written communication.
9. Skill in planning, directing and supervising the work of personnel.
10. Skill in planning and meeting deadlines.
11. Skill in compiling and analyzing data.

SUPERVISORY CONTROLS

.

The Water Treatment Plant Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Safe Drinking Water Act, the Department of Natural Resources Drinking Water Program regulations, standard methods for the examination of water and wastewater, county policies and procedures, and

plant standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY

- The work consists of related plant operation duties. Mechanical failures contribute to the complexity of the position.

COMPLEXITY/SCOPE OF WORK

- The purpose of this position is to participate in the operations of a water treatment plant. Success in this position contributes to the efficiency and safety of Water System operations.

CONTACTS

- Contacts are typically with co-workers, state or federal agents, customers, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in a water treatment plant and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under
-

-
- the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.