



CITY OF SENECA
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City of Seneca – Position Description

WATER PLANT OPERATOR “A”

Seneca Light and Water

GENERAL PURPOSE

Operates the City's water treatment facility and related equipment to ensure the consistent delivery of safe, potable water to the public. Reports to the Water Plant Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Water treatment responsibilities include, but are not limited to, the following essential duties:

Performs the following duties necessary to operate the DAF / conventional filter water treatment facility. This position must have all the knowledge and skills to operate a SCDES water treatment facility.

1. Assimilates information from daily logs and data collection paperwork and/or computer systems as needed to document and communicate operational status, ensure effective communication with shift relief, and provide information needed for further analysis and troubleshooting.
2. Starts and stops plant as needed to maintain adequate supply of treated water.
3. Collects and analyzes water samples from various sources and analyzes for pH, chlorine, alkalinity, hardness, turbidity, bacteria, and other process parameters in accordance with standard operating procedures. Calibrates analytical meters using standard operating procedures. Compare results with regulatory requirements and adjust process to ensure all water quality criteria are met.
4. Performs performance audit samples for all certified parameters.
5. Operates and monitors various machinery and equipment including chemical pumps, large water pumps and electric and manual valves.
6. Monitors plant equipment, pumps, and instrumentation to assess operating conditions, detect malfunctions and initiate corrective actions.
7. Transfers liquid chemicals from bulk storage tanks to day tanks by operating valves and electric pumps. Maintains awareness of hazards associated with any chemicals used in the treatment process or analytical procedures. Knows the proper procedures and uses proper personal protective equipment for each chemical.
8. Inventories treatment chemical supplies daily and makes supervisor aware of critical levels per prescribed instructions.
9. Operates and backwashes filters in accordance with prescribed methods.
10. Observes the normal air/water backwash cycle for the filters. Knows and executes procedures to correct any malfunctions to the automated sequences.
11. Answers telephone calls from customers, duty personnel and other outside agencies. Responds to requests in a timely manner.
12. Make periodic rounds throughout the plant using a check list to make sure all processes are within preset limits
13. Monitors security of facilities through use of cameras, SCADA and by prescribing to facility security procedures.
14. Assists maintenance staff with maintenance on all equipment.

15. Keeps abreast of updated regulations such as SCDES, EPA, plant SOP's, water treatment plant equipment manuals and OSHA standards to keep plant in compliance.
16. Obtains necessary continuing education units to maintain license.
17. Performs housekeeping duties throughout plant and associated facilities as needed or assigned.
18. Assist with unloading chemicals from bulk shipments.
19. Provides instruction and leadership to trainees as assigned. Offers training, advice and assistance as needed.
20. Consults with Plant Superintendent on any unusual water quality issues or security breaches.
21. Performs any other duties assigned or as needed to keep system operating properly.

Recordkeeping and Reports:

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

General:

Performs all duties in conformance to appropriate safety and security standards.

Performs the following duties necessary to operate the DAF/conventional water treatment facility. This position must have all the knowledge and skills to operate a SCDES water treatment facility.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent.

Training or Experience:

- Possess Water Treatment Plant Operator – South Carolina - A License
- User knowledge of SCADA system.
- Proficiency in using E-mail
- Working knowledge of Excel and WORD applications, entering data, finding and saving files, working with spreadsheets and databases, etc.
- Ability to research water related topics in manuals, publications and on-line.

ABILITY TO:

- Understand and follow oral and written instructions;
- Work without direct supervision;
- Attend and understand technical courses;
- Assume responsibility for complete operation of treatment plant;
- Detect problems in equipment operations.
- Make sound, independent, decisions requiring treatment plant operations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently stands, talks or hears. The employee occasionally walks; sits; climbs, balances; stoops, kneels, crouches, or crawls; and smells.
- The employee frequently lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds. Specific vision abilities required by close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works in outside-weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.