

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Water Plant Operator I GR: I FLSA: NE DATE: 07/16/2008

DEPARTMENT: Utilities DIVISION: Plant Operations/Water Plant

REPORTS TO: Water Plant Maint. Foreman APPROVED: _____ JOB CODE: 5010

GENERAL DESCRIPTION:

Under general supervision, performs skilled work in the operation of an advanced water treatment plant and related equipment and makes minor repairs and adjustments to equipment as required. Work varies with some leeway for discretion and independent action.

TYPICAL DUTIES:

Works on a shift. Monitors and operates motors, pumps, chemical feeders and related equipment; operates valves; utilizes monitoring equipment and records information shown; keeps daily log of shift operations; collects samples for laboratory tests and assists with analysis; performs preventive maintenance on equipment; performs custodial work such as cleaning, painting and mowing; receives and addresses customer concerns; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Completion of high school level education or G.E.D.; two (2) years experience in the maintenance of mechanical and electrical equipment or related work; possession of or obtain a Kansas Class I Water Supply System Operator Certificate within two (2) years of appointment; possess a valid Kansas drivers license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

- Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
- Utilize electronic and mechanical equipment to monitor processes. (Daily)
- Maintains accurate records of operations, events and customer concerns. (Daily)
- Collect samples and conduct tests according to prescribed standards. (Daily)
- Interprets testing results and adjusts chemical feed rates. (Daily)
- Determine the cause of system malfunctions and apply remedial actions. (Daily)
- Maintain and operate equipment to produce quality water. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 20 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Occasionally operates precision equipment

Manual Dexterity: Frequently operates valves, switches, precision equipment, etc.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Equipment noise

Hazards: Moderate exposure to chemicals

Fumes/Dust/Odors: Frequent exposure to fumes, odors and dust

Infectious Diseases: Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records.

Ability to understand and apply mathematical concepts accurately.

Ability to utilize electronic media devices.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, two-way radio, computers, test equipment, hand and power tools, vehicles, trucks and Lock-out/Tag-out equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.