



City of Newburyport
Department of Public Services
Water Division
AFSCME Union
Water Treatment Plant Operator (T2)
Grade 20
Job Description

Position Purpose:

The purpose of this position is to be responsible for the safe and efficient operation of the water treatment plant which may entail equipment maintenance and inspection; use of laboratory testing equipment; analysis of adjustments needed to maintain water quality and record keeping. An individual in this position is also expected to perform many different types of maintenance work and manual labor. A Water Treatment Plant Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently.

Supervision Received: Works under the general direction of the Water Treatment Plant Superintendent, or Water Treatment Plant Assistant Superintendent; follows established department general and special orders, rules, regulations, policies and procedures.

Supervision Given: None

Job Environment:

Work is performed at the water treatment plant and off-site facilities related to; usually noise levels are loud. Position entails driving; is subject to exposure to many hazardous substances or materials; working near mechanical moving parts; may work in high precarious places. Work is performed inside and occasionally out-of-doors in all weather conditions. Work assignments are various shifts to handle 24-hour 7-day a week process; at times working alone in water treatment plant.

Requires the operation of hand tools, power tools and computers, telephone, other office equipment. Requires the operation of laboratory equipment on a daily basis and a light truck occasionally.

Makes occasional contacts with the general public to handle resident's questions by telephone. Most contacts are with fellow employees in the department or other city

departments or various vendors and delivery personnel. Communication is frequently in person or by telephone.

Essential Functions:

(The essential functions or duties listed below 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.)

- Monitors the operations of the City's water supply, treatment plants and related facilities through proper inspections of equipment, testing of water, analyzing water samples to adjust chemicals; monitoring manually and through SCADA for proper flow of water and treatments; records all activities per regulations, etc.
- Responsible for maintenance of water treatment plant to ensure safe working environment and maintenance of all laboratory equipment; including building maintenance such as painting and cleaning.
- Shall perform water quality analysis to include, but not limited to, chlorine residual, turbidity, ph., phosphate, alkalinity, jar test and other various water testing.
- Work with water treatment chemicals and chemical feed equipment to ensure proper dosage and treatment of drinking water
- Maintain records of pumping statistics, weather, and chemical usage, inputs data as required into computers, etc.
- Maintain and regulate flow of raw and finished water and wells to meet needs
- Ensures tanks have proper water levels and are operating properly; adjust flow of water if necessary based on regulations and procedures
- Monitors pump station located near water treatment plant
- Respond to calls from public or public safety personnel as required
- Is subject to call out to respond to emergencies after normal working hours when staff discovers a problem. A rotating 24/7 on call schedule is mandatory.
- Operates and checks pump for correct fluid levels, pressures and general operating condition. Services, maintains, clean and washes equipment as required

Other Functions:

- Performs labor-intensive jobs as needed.
- Performs related work as required

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with 2 years of water treatment plant operation experience; or any equivalent combination of education, experience and training. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check.

Special Requirements:

Must have and maintain: Drivers License. **Must have and maintain Water Treatment License T2** through appropriate CEU classes.

Knowledge, Ability and Skill:

Knowledge: Strong knowledge of the safe practices of water treatment plant operations and procedures; working knowledge of chemistry and laboratory procedures; knowledge of proper tools to use for different water treatment procedures, and maintenance of water treatment equipment; general knowledge regarding the use of chemicals such as chlorine and copper sulfate in water supply and distribution operations.

Ability: Ability to follow written and oral instructions; ability of work independently with little supervision; ability to read and follow safety procedures; ability to perform physical labor is necessary; ability to use laboratory equipment; ability to climb stairs to all part of the water treatment plant; ability to analyze data and make appropriate interpretations and adjustments based on data.

Skill: Skill in using laboratory equipment and computers and office equipment as well various power tools and hand tools.

Errors and Omissions:

Errors could result in injury to other employees, liability from personal property damage and delay in service or illness of the public due to poor water quality.

Physical and Mental Requirements:

While performing the functions of this job, the employee is required to sit, stand, walk moving from one position to another on a consistent basis and required to listen for extended periods; comes in contact with toxic or caustic chemicals and risk of electrical shock; is frequently required to talk; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment; employee must be able to access all levels of a water treatment plant; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and equipment accurately and efficiently; ability to frequently lift up to 50 lbs and occasionally lift up to 100 lbs; must be able to hear normal sounds, distinguish sound as voice patterns or equipment sounds and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by mutual agreement between the Union and the employer as the needs of the employer and requirements of the job change.)