

AUGUSTA WATER

Job Description

DATE: May, 2023

JOB TITLE: Water Plant Operator Trainee

DEPARTMENT: Treatment Operations/Water

REPORTS TO: Plant Supervisor

FLSA: Non-Exempt

CATEGORY: Essential

SUMMARY OF RESPONSIBILITIES:

Perform routine tasks, necessary tests, and apply sound judgment based upon training and defined operations and maintenance practices related to the processing of water at treatment facilities and/or pump stations; does related work as required. Work is performed under the general supervision of the Superintendent, Supervisor and/or Senior Operator of the Water Department.

ESSENTIAL JOB FUNCTIONS:

1. Operate domestic water treatment systems including chemical and physical processes.
2. May be assigned to, and operate any water facility and/or process at Augusta Water.
3. Conduct regular walking inspections of facility; observe process control parameters via SCADA, various instrumentation screens, and results of laboratory analyses; and anticipate and plan for flow changes and treatment system adjustments.
4. Respond to all alarms, failures, and process needs occurring at any water facility.
5. Read meters and gauges, enter data in operational log and computer spreadsheets, and complete other permanent and temporary records and reports.
6. Observe operations of chemical feed systems, and replenish as needed, monitor and measure feed rates on a regular and timely basis, adjust feed rates to meet treatment needs and operating permit goals and requirements.
7. Disassemble pipes and clear out pumps when clogged.

8. Change and clean screen filters.
9. Collect samples and perform analyses on water samples as scheduled and as needed, collect and submit to central laboratory all required samples, interpret tests results and make corresponding treatment process changes where necessary, and conduct special tests as required by supervisor.
10. Understand plant valving and piping systems and make changes to flow patterns as needed.
11. Maintain plant equipment.
12. Perform preventive and minor maintenance on equipment and assist maintenance personnel as needed.
13. Respond to maintenance problems with appropriate action and is aware of process alternatives.
14. Check pump stations, clean basins, and assist in filter testing while on utility shifts.
15. Perform duties and tasks in an environmentally friendly manner following Environmental Management System guidelines.
16. Perform general housekeeping and other building and grounds tasks as assigned.
17. Perform duties in accordance with all local, state and federal laws, rules and guidelines.
18. Maintain effective working relationship with co-workers and the public; follow procedures and properly respond to any complaint.
19. Remain aware of and adhere to personnel policies and practices.
20. Perform job tasks safely and adhere to safety regulations.
21. Perform other duties as required.

QUALIFICATIONS / BASIC JOB REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school or vocational school and some experience in activities that require both written and oral instructions and using mathematics. Must possess a valid Virginia Driver's License to operate company vehicles. Must possess a valid Class B Virginia Commercial Driver License with H and N endorsements or be able to acquire the same within 6 - 12 months of hire. Must obtain a Virginia Waterworks Operator Class 4 license within eighteen months of employment as a condition of successful job performance and continued employment.

KNOWLEDGE AND SKILLS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine

- reports and correspondence. Ability to speak effectively to the public or employees of the organization.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and to draw and interpret line graphs. Ability to calculate percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
 3. Ability to solve practical problems, troubleshoot systems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 4. Ability to operate small office equipment, including copy machines or multi-line telephone systems. Ability to operate computers for data entry, Microsoft Word and/or accounting purposes.

WORKING CONDITIONS:

1. Frequent standing, walking, reaching, climbing, and driving.
2. Occasional stooping, kneeling, crouching, crawling, balancing, and sitting.
3. Must be able to frequently lift and/or move up to 50 pounds without assistance.
4. Specific vision abilities required by this job include close vision, ability to distinguish color, peripheral vision, depth perception, and ability to adjust focus.
5. Must be willing to work weekends and holidays.
6. Must possess a personal or home phone.
7. Frequently exposed to moving mechanical parts.
8. Occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions.
9. Occasionally exposed to moderate noise level.

EMPLOYMENT CONDITIONS:

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Subject to a random drug and/or alcohol test

SAFETY REGULATIONS AND HAZARDS:

1. Must observe all safety rules and regulations for confined space, lock out tag out, fall protection, driving equipment, hazard communication, slips, trips, and falls, and any other safety hazard related to your position. Must wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts, etc.).
2. May not operate any equipment or enter any confined space without prior training.
3. Must attend all safety meetings.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE or APPLICANT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____