

JOB SUMMARY

This position is responsible for learning how to obtain a Class III Water Plant Operator License and learning how to operate the water treatment plant and distribution system.

MAJOR DUTIES

- Studies for and obtains a Class III Water Treatment Plant Operators License.
- Attends weeklong classes and get a certificate of completion of Basic Water Treatment Coursework.
- Learns the plant basic safety procedures.
- Learns the housekeeping and basic maintenance procedures and completes assigned housekeeping. Completes and turns in timesheets and timecards. Picks up items at main office and gases up vehicles.
- Learns how sedimentation basin processes work.
- Learns the standard operation procedures for chemical processes and handling, related equipment, chemical spills and emergencies.
- Learns how to operate the filtration units.
- Learns the standard operation procedure for backwashing filters.
- Learns how the Water Distribution System Works.
- Learns the standard operation procedure for operating the supervisory and data acquisition (SCADA) computer system.
- Learns how to conduct the water plant lab analysis procedures, understand the state and federal regulations and water quality standards, and understand the routine workflow.
- Learns how to complete and analyzes the data entry of the plant operations bench and computer logs.
- Completes the training to be certified for operation and basic maintenance of gas chlorine and related equipment.
- Learns to operate online analyzers and other process controllers.
- Learns how to complete the standard operation procedure for Mt. Hill booster pump station.
- Learns how to operate the sludge handling process and equipment.
- Learns how to operate the Water Discharge process.

- Learns how to complete the weather reporting bench sheet and computer log.
- Learns the procedures and policies of operating county vehicles.
- Learns the county personnel policy and procedures.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the workings of a water system.
- Knowledge of calculating chemical dosages, operating chemical feeders, and calibration equipment.
- Knowledge of computers and job related software.
- Knowledge of valve operation, controllers and learning standard procedures from in house training program on how to backwash filters.
- Knowledge of water storage tank location and capacity, booster pump stations, and their basic operations.
- Knowledge of complete lab analysis procedures and the ability to learn the required Georgia state regulations and water quality standard required for safe potable drinking water, to include understanding how the lab analysis can affect the water treatment process, or the water treatment process.
- Knowledge of self-contained breathing apparatus operation.
- Knowledge of how to use chlorine gas and all of the hazards and safety procedures and policies concerning gas chlorine and the associated equipment.
- Knowledge of the operation of process controllers, basic lab work, and how to accurately enter information onto an operations log.
- Knowledge of analyzers operation, be certified in the operation of chlorine gas feed equipment, and be able to complete an in house training program on the Mt. Hill booster pump station operation.
- Knowledge of operation and maintenance procedures required to operate a Harris County vehicle.
- Knowledge of and understanding of the personnel procedures outlined in the Harris County guidebook.
- Skill in oral and written communication.
- Skill in studying from textbooks and in-house training program, and Georgia State board approved coursework.

- Skill in retaining the information to obtain at 70% score on the State of Georgia Water Plant Operator Class III exam.
- Skill in reading, understanding, and following written and verbal standard operation procedures for plant, lab and general basic safety procedures.
- Skill in cleaning areas that are in need of cleaning.
- Skill in understanding all facets of the training.
- Skill in lifting 50 lbs.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include Georgia State Rules and Regulations for Safe Drinking Water 391-3-5, United States Environmental Protection Division – Safe Drinking Water Act, Harris County Waterworks Lab Procedures and Quality Control Manual, Harris County Waterworks Operation and Maintenance Manual, National Oceanic and Atmospheric Association – Weather reporting guidance manual, and Harris County Waterworks Basic Chemical Operations procedures, Harris County Water Works Basic Safety procedures, Basic Gas Chlorine equipment operation and safety procedures, Mt. Hill Booster Pump station checkout procedure, and material and safety data sheets. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of various training, technical, and maintenance duties. Understanding chemical calculations can be difficult; studying for the exam, handling chlorine gas, and cleaning around equipment in operation contributes to the complexity of the position.
- The purpose of this position is to learn how to obtain a Class III Water Plant Operator License and how to operate the water treatment plant and distribution system. Success in this position contributes to an understanding of the position and the ability to obtain the required licensure.

CONTACTS

- Contacts are typically with other plant operators, water distribution personnel, and water department office personnel.
- Contacts are typically to provide services and to give or exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed at a desk while intermittently sitting, standing, or stooping. The

employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and utilizes a sense of smell.

- The work is typically performed in an office, stockroom, and outdoors, occasionally in cold or inclement weather. The employee is exposed to machinery with moving parts and contagious or infectious diseases, or irritating chemicals. Work requires use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.