

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: WATER TREATMENT PLANT OPERATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to operate and maintain water treatment plant systems and related equipment. This level denotes achievement of the water plant operator, with all duties and responsibilities inherent at the operator's level.

Summary

Position(s) will be filled based upon applicant's certifications.

WATER TREATMENT PLANT OPERATOR I

Operates the Water Treatment Plant on a daily basis, monitoring all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the finished water meets all applicable standards for purity. Three years' experience in water treatment. Must have a Class I Georgia Water Treatment Operator License.

WATER TREATMENT PLANT OPERATOR II

Operates the Water Treatment Plant on a daily basis, monitoring all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the finished water meets all applicable standards for purity. Two years' experience in water treatment. Must have a Class II Georgia Water Treatment Operator License.

WATER TREATMENT PLANT OPERATOR III

Operates the Water Treatment Plant on a daily basis, monitoring all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the effluent water meets all applicable standards for purity. Six months' experience in water treatment. Must have a Class III Georgia Water Treatment Operator License.

WATER TREATMENT PLANT TRAINEE

Will receive training while assisting other Operators at the Water Treatment Plant on a daily basis, that will help prepare trainee to obtain certification(s). Candidate will monitor all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the effluent water meets all applicable standards for purity. No experience necessary. Must at minimum have a High School Diploma or equivalent and obtain a Class III Georgia Water Treatment License within one year of employment.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

The above position(s) qualifies for a 5% certification incentive based upon attainment of various required license(s).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Controls water treatment plant operations in accordance with all established regulations, standards, and procedures; conducts visual plant inspections and monitors plant operations/processes to ensure proper operations and to detect equipment failures, potential leaks, or other problem situations; makes adjustments in plant operations as appropriate; performs preventive maintenance checks and procedures on plant equipment; reports faulty equipment or problem situations to appropriate personnel.

Operates water treatment plant equipment to maintain adequate water flow and proper plant functions; conducts monitoring, sampling, and testing to prevent substandard water from entering system; shuts down and starts plant as necessary; monitors chemical levels in water; fills chemical feeders as needed; calculates chemical dosages and calibrates chemical feeder rates to ensure proper dosage; checks water flow pressure level in filters and clarifiers; checks water levels in storage tanks and reservoir; checks operation of electric motors; maintains equipment used in water process; changes influent/effluent, turbidity, backwash, and chlorine charts; changes chlorine tanks as needed.

Collects water/wastewater samples for chemical analysis; conducts daily chemical tests to determine the chemical composition of water, to control quality, and to ensure compliance with federal and state regulations; performs testing to identify levels of chlorine, pH, dissolved oxygen, settleable solids, suspended solids, coliform, nitrates, or other materials; logs test results on daily charts and log sheets.

Monitors gauges, meters, and charts to ensure proper plant operations; maintains logs/records of plant operations, meter/gauge readings, test results, chemical applications, and other data.

Performs plant maintenance, building maintenance, grounds maintenance, or general/manual tasks in support of department operations, which may include repairing pumps, locating and repairing leaks, cleaning clarifiers, backwashing filters, cleaning laboratory facilities, cleaning doors/windows, painting surfaces, mowing grass, edging/trimming landscaped areas, cutting shrubbery/brush, shoveling materials, raking ground areas, loading/unloading materials, or lifting/moving heavy materials.

Performs general cleaning/maintenance tasks necessary to keep plant facilities, equipment, and tools in operable condition, which may include inspecting equipment, calibrating equipment, performing minor repairs, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Operates various machinery, equipment and tools associated with plant operations, which may include a chemical feeder, pumps, meters, gauges, multimeter, DO probe, tractor, mower, weedeater, chain saw, axe, mechanic tools, hand tools, or testing materials.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of department equipment, chemicals, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new or replacement materials.

Prepares or completes various forms, reports, correspondence, logs, charts, flow charts, inspection reports, maintenance records, or other documents.

Receives various forms, reports, correspondence, meter readings, maintenance records, operational guides, electrical diagrams, blueprints, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Writes reports and exchanges information with staff of adjoining shifts to communicate condition of plant and machinery, malfunctioning equipment, or problem situations.

Communicates with supervisor, employees, other departments, vendors, customers, the public, state/federal agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws, regulations, and procedures; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or equivalent; supplemented by vocational/technical training in water treatment plant operations or wastewater treatment plant operations; previous experience and/or training involving water treatment plant operations, wastewater treatment plant operations, and equipment maintenance is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Class C Driver's License issued by the state of Georgia and obtain at minimum a Class III Water Treatment Plant Operator License issued by the State of Georgia within one year of employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please contact Horace Gee at (706) 677-6889 with any questions or
Submit Resume to: hgee@co.banks.ga.us