

Job Title: Plant Operator I
Direct Supervisor: Deputy Public Works Director

Responsibility and Accountability

Functional responsibilities	Method of accountability
1. Compliance with Safe Drinking Water Standards	Potable water meets SDWA, State sampling at onsite & offsite locations, monthly reporting to NDEP
2. Compliance with wastewater NPDES discharge standards	Wastewater effluent meets NDEP standards, monthly reporting to NDEP

Most important frequently occurring tasks	Percentage of total time consumed by this task	Purpose and desired outcome of the task	How often is this task performed (Daily, Weekly, Monthly)
1. Maintenance of the water and wastewater facilities	30%	Keep the plants' appearance acceptable and keep animals from impacting system	Daily
2. Routine inspection of hours and maintenance records	30%	Check for clogs and amount of flow through various stations	Daily
3. Maintenance of pumps, wells, motors, and filters	15%	Preventative maintenance and keep chlorine in the water	Daily
4. Continuous monitoring for chlorine level	10%	Keep chlorine levels at a safe range	Daily
5. Perform all laboratory sampling protocol for both water & wastewater facilities	10%	Know status of treatment processes, finish water quality, reservoir quality, and wastewater discharge quality	Daily
6. Respond to customer water and wastewater complaints	5%	Identify and try to rectify customer problem	Every other day
Total	100.00%		

Public Safety

Tasks that impact public safety and health	Please explain the purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Chlorinating and treating of the drinking water	Providing potable water that meets all state and federal drinking water standards	Daily
2. Maintain adequate water storage	Storage for domestic and fire flows	Daily
3. Effluent levels maintained	Limit exposure of downstream users to fecal contamination and diseases like cholera, diphtheria, and typhoid	Daily

Customer Service

Direct customer contact (face to face)

Tasks	Purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Responding to customer complaints	Identify and resolve customer complaints	Daily
2. Sampling of water	Meet all drinking water standards as listed in the SDWA. Meet all wastewater standards as listed in the NPDES.	Monthly

Indirect customer contact (over the phone or by mail)

Tasks	Purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Taking complaints over the phone	Establish nature of complaint and potential causes	Weekly
2. Order parts and chemicals for the water/waste water systems	Have parts and supplies necessary to perform job	Daily

Knowledge, Experience, Education and Certification

Knowledge: Mechanical knowledge of large pumps, injectors, valves, chemical metering pumps, and understanding of facility construction and as-built drawings

Experience: One year experience in water treatment and/or wastewater treatment

Education: High School Diploma or equivalent

Certification: Water Treatment T-3 Certificate, Wastewater Treatment T-2 Certificate, Water Distribution D-1 Certificate

Recertification: Annual CEUs, physical exam and subject to random drug testing

or

any equivalent combination of education and experience

Performing Different Jobs

Tasks performed outside of normal job	Purpose and desired outcome of the task	Percentage of total time consumed by this task	How often is this task performed (Daily, Weekly, Monthly)
1. As Assigned	Welfare of the City	1%	Weekly

Job Hazards

Tasks	Purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Confined space entry two-man rule and air ventilation	Breathing hazards, pulls, strains, slips, falls	Daily
2. Chemical pump, sewage pump maintenance underground	Drowning, exposure to poisonous gas, slippage, and infection	Daily
3. Clean bar screens on headworks	Drowning, exposure to poisonous gas, slippage, and infection	Daily
4. Safe handling of hazardous chemicals	Burns and respiratory burns	Daily
5. Lift and carry materials, up and down ladders (50 lbs.)	Pulls and strains	Daily
6. Tank, vessel and pond inspection	Drowning / Engulfment	Bi-Annual / Annual, Daily

Problem Solving Complexity

Problems you have experienced	Solutions you came up with	How you arrived at the solutions	Who approved the solution
1. Pumps not working correctly	Rebuild and redesign, replace check valves	Troubleshoot pump	Supervisor
2. Pump impeller inspection	Change impellers	Check with manufacturer on ways to increase flows	Supervisor
3. Responding to a customer complaint	Identify cause of problem and resolve complaint	Experience and training	Supervisor

Physical demands: Frequent lifting of heavy objects often combined with bending, twisting, working above ground or on irregular surfaces.