



*America's Small Town Capital*

## **JOB DESCRIPTION**

**Organization:** City of Montpelier, Vermont, USA

**Position Title:** Water Treatment Plant Operator

**Department:** Water Treatment Plant

**Supervisor:** Chief Operator

**Job Type:**

**FLSA Status:** Non-Exempt

**Effective Date:**

**Grade #:**

### **DISTINGUISHING FEATURES OF THE POSITION:**

This is a working position under the direction of The Chief Operator should be a well-qualified individual with the responsibility the Water Treatment Facility and the operation and maintenance of the Water Treatment system and facility. To properly conduct these functions, he/she should be thoroughly familiar with all facets of water treatment plant operations, including administration. Employee is responsible for wearing and maintaining personal protective equipment. See also attached Functional Job Description for this position.

### **ESSENTIAL JOB FUNCTIONS:**

The Chief Operator is in charge of Water Treatment Plant staff and facilities and is responsible for ensuring that the plant is running as efficiently and effectively as possible. Complete and accurate record keeping is imperative, and the Chief Operator must be sure these are kept correctly.

Budget preparation, meetings with City officials, and public relations must also be handled by the Chief Operator, Recommendations for equipment and material purchases at the plant must also come from the Chief Operator.

In addition to these duties, the Chief Operator shall also assist in operating the plant. To do so, he/she must be aware of all operating procedures, be able to perform all laboratory analysis and all applicable regulations.

### **EQUIPMENT USED:**

### **REQUIRED INTERPERSONAL SKILLS:**

- Establish and maintain effective working relationships with employees, other agencies, and the public.

- Project a positive and cooperative attitude. Maintain courteous and professional conduct with Supervisors, co-workers, customers, and the general public.

#### **MINIMUM QUALIFICATIONS:**

#### **DESIRABLE QULAIFICATIONS:**

- Must be a high school graduate or have an equivalent Certificate of Completion; must have at least five years' experience in water treatment systems and be very familiar with the processes, controls, and chemistry in water treatment. The applicant must be competent in laboratory analysis and be able to perform the necessary sampling/ testing required to meet the permit. Must have a class "IV" water certification. Prior supervisory experience is preferred but not mandatory.

#### **DESIRABLE TRAININGS:**

- Based upon the Agency of Environmental Conservation's policies regarding the Operator Certification program, the Chief Operator of the Water Treatment Plant is required to possess a Class IV certification and be able to oversee the treatment processes and control to ensure that the requirements of the water treatment permit are met. The Chief Operator must meet the operator's certification criteria for training to maintain the required licensure for the water treatment facility

#### **SPECIAL VOCATIONAL PREPARATION REQUIREMENTS:**

#### **COGNITIVE & SENSORY REQUIREMENTS:**

- Safety-mindset with knowledge and experience applying OSHA standards.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence is necessary.

#### **SUMMARY OF OCCUPATIONAL EXPOSURES**

- This job requires the ability to perform essential job tasks in less than favorable job conditions. These may include but are not limited to: Performing strenuous work in varying temperatures, humidity, sand, wind, or other extreme inclement weather conditions for extended periods of time.

#### **PHYSICAL ACTIVITY REQUIREMENTS**

- This job is performed in all seasons, with 20% of work spent outdoors, and 80% of work spent indoors.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to communicate and hear co-workers, supervisors and/or customers, as well as to listen to engines and equipment in order to troubleshoot for improper functioning.
- Must have the ability to be on your feet regularly and use hands, arms, and legs repeatedly on the job.

- Near vision is required in this job in order to view engine parts and far vision is required in order to drive vehicles for a test drive.
- This job requires minimal exposure to hot/cold temperatures, sudden changes in temperatures, cramped quarters, hot surfaces/tool handles, driving, moving objects, contact and inhalation of chemicals, and whole-body vibration.
- This job requires moderate exposure to fumes, cold surfaces/tool handles, sharp edges, hammering/impact tools, noise, slippery surfaces, wetness, and hand-tool vibration.
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Primary Physical Requirements		Other Physical Requirements	
<b>Lift up to 10 lbs.:</b>	Performed frequently	<b>Twisting:</b>	Performed frequently
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Performed frequently	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	Occasionally performed	<b>Squatting:</b>	Performed frequently
		<b>Kneeling:</b>	Performed frequently
<b>Carry up to 10 lbs.:</b>	Performed frequently	<b>Crouching:</b>	Performed frequently
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Performed frequently
<b>Carry 25 to 50 lbs.:</b>	Performed frequently	<b>Balancing:</b>	At heights up to 6' from ground level
		<b>Stooping:</b>	Performed frequently
<b>Carry over 50 lbs.:</b>	Occasionally performed	<b>Work Surfaces</b>	
		Frequent walking on sloped ground and slippery and uneven surfaces.	
<b>Overhead reaching:</b>	Performed frequently	<b>In Avg. 8-hour Day Employee is Required to:</b>	
<b>Forward reaching:</b>	Performed frequently		
<b>Bended reaching:</b>	Performed frequently		
		<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torquing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Occasionally performed	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Sitting:</b>	Occasionally performed	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Climbing (ladders):</b>	Occasionally performed		
<b>Controls &amp; Equipment:</b>		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8

It is the policy of the City of Montpelier to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status. This policy applies to every aspect of employment practices including, but not limited to, the following:

1. Recruiting, hiring, and promoting in all job classifications without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. Other personnel actions such as compensation, benefits, transfers, layoffs, training, and assignments will also be administered without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place birth, age, physical or mental condition, HIV status or veteran status, except where such a factor can be demonstrated as a bona fide occupational qualification.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**