

Middletown, CT Job Description

Classification Title	Water Plant Operator, Senior
Job Code	
Department	Water & Sewer
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to supervise, operate and maintain water treatment plants, pump stations, pressure reducing valves, wells and other water infrastructure in compliance with state and federal regulations. ~~plan, schedule, supervise and perform maintenance and repair work at treatment plants and pump stations, operates and maintains telemetry systems, collects and performs laboratory and process control analysis of water samples, and to adjust chemical dosage. Performs general maintenance work as needed. The work is performed under the direction of the Water Treatment Plant Superintendent.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Plans, schedules, supervises and performs maintenance and repair functions at the water treatment plants, pump stations and storage tanks; ensures compliance with all applicable state and federal requirements and regulations.~~ Performs daily inspection of treatment processes. Monitors distribution system. Makes flow adjustments based on changing system demand. Performs backwashes on filters.
- ~~Collects samples and performs laboratory and process control analysis of water from reservoirs, wells, distribution systems and throughout the treatment process to evaluate quality control; adjusts chemical dosage rates based on laboratory results.~~ Collects samples from various sites throughout distribution system. Ensures prevention of cross contamination.
- Cleans and calibrates lab instrumentation and process control instruments. Performs reads of plant production and chemical feed pumps. Calculates chemical dosages.
- Supervises employees assigned to plant and pump stations operation and maintenance and plant operations. ; Provides instruction and training. ; Plans, coordinates, assigns and reviews work. ; ~~allocates personnel;~~ Maintains standards

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and evaluates performance. Prepares weekly operations and maintenance schedules.

- Orders and maintains inventory of bulk chemicals, laboratory reagents, materials and supplies. Researches new products and supplies.
- Performs maintenance and repair on various water treatment and water distribution equipment. Performs maintenance and repair on filters and sedimentation basins as needed.
- Transports hazardous material. Performs plumbing of chemical feed pumps and chlorine gas systems. Treats reservoirs with copper sulfate. Tests for vacuum leaks on chlorine system.
- Monitors and maintains radial wells for Kleen Energy power generation plant.
- ~~Prepares a variety of reports, documents and correspondence; collects and inputs data and assists in preparing monthly state reports; prepares and submits receiving forms; takes readings and changes charts.~~
- ~~Troubleshoots electrical/electronic and telemetry problems; maintains and replaces filters, chlorine cylinders and screens; maintains and runs generator for backup power; inspects and samples filter media; removes sludge from settling basins; cleans, calibrates and maintains instrumentation; calibrates backwash flow rates.~~
- ~~Coordinates work with outside contractors and engineers.~~
- ~~Performs other related functions as assigned or required including but not limited to operating boats, performing general maintenance to building and equipment and operates personal computers.~~
- ~~Operates and controls microprocessor, personnel computer, electric motors, pumps and valves to regulate flow of water and chemicals into treatment plant and distribution system.~~
- ~~Plans and organizes all aspects of assigned tasks.~~
- ~~Assumes responsibility as Operator in Responsible Charge as assigned or scheduled.~~
- ~~Plans and participates in the removal and replacement of major pieces of equipment. Uses hand tools to repair, maintain and replace motors, pumps and~~

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~~equipment. Makes plumbing and minor electrical or mechanical repairs to equipment.~~

- Maintains availability to respond to emergency situations on a rotating on-call basis, or as determined by the Director of designee.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent and at least ~~with~~ three years of progressively responsible water treatment/supervisory experience ~~;~~ ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

Other

- ~~Water Management Certificate, Position requires Class IV Water Treatment Plant Operator License, Class III Water Distribution License, HazMat Certification and valid Connecticut Driver's License. or the ability to obtain within 24 months from date of appointment to the position, a valid Connecticut Motor Vehicle Operator's License and the ability to obtain a HazMat certification with hazardous duty. The City at its sole discretion may grant one twelve (12) month extension to the licensing requirement for the license required.~~

PREFERRED QUALIFICATIONS

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. ~~Requires discretion~~Ability ~~to in determining and determine and~~ referencing such to establish ~~ed~~ criteria to define consequences and develop alternatives.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

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- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, drawings, diagrams, manuals, invoices, test results, logs, schedules, regulations, policies, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all division personnel, other City departments and utilities, vendors, engineers, contractors, and the public.~~Knowledge of water chemistry and treatment processes
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and geometry.
- Must possess mechanical, electrical and plumbing skills
- Knowledge of chemical safety regulations and practices
- Knowledge of hazardous materials labeling chart systems
- Knowledge of geothermal and HVAC systems
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position

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- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, laboratory instruments and equipment, pumps and motors, generators, leak detectors, hand and power tools, measuring instruments, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert physical effort which may involve some lifting, carrying, pushing and pulling of objects weighing fifty to one hundred pounds.~~

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- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~
- ~~• Must have physical ability to utilize respirators as required by OSHA regulations.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	