

Beaver Water District

Job Description

Job Title: Shift Plant Operator I

Exempt: (Y/N): No
Date March 2022

Department: Operations
Reports To: Operations Supervisor

JOB SUMMARY

The Shift Plant Operator I position is an entry level position into Operator progression. It is anticipated that the minimum tenure in this position will be one year. The Shift Plant Operator I is distinguished from other Shift Plant Operator I positions by the performance of a higher percentage of the more routine tasks and duties related to operating water pumping and treatment facilities and equipment and performing routine maintenance on an assigned shift. The Shift Plant Operator I is expected to monitor performance, operate, and control treatment plant equipment and processes used in clarifying, purifying, and distributing water to wholesale customers. The Shift Plant Operator I will be expected to perform independent of supervision and direction in operating all facilities and equipment needed to start, run, stop, restart, maintain, clean, and protect facilities; in pumping and treating raw water and in distributing finished water that meets quality standards established by the Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the operation of clarification, filtration, and pumping equipment, including raw water and high service pumps, control panels, chlorinators, electric/gas/diesel motors to start and stop water service to and from the primary treatment facility.
- Performs standardized physical and chemical analyses to assure water quality control and plant operations in accordance with established Federal, State, and District standards; maintains a record of all samples taken and all tests completed during assigned shift. Meets water quality standards established by the Operations Supervisor for potable water.
- Performs jar tests, calibrates lab equipment, and completes paperwork.
- Monitors recorders, indicators, and other plant equipment as sources of information to assure proper treatment operations and equipment maintenance.
- Responsible for following established procedures with respect to electrical load shedding on a seasonal basis.
- Analyzes and anticipates demand for finished water and coordinates user requirements with plant production capability. Maintains proper water level in reservoirs and elevated tanks of wholesale customers by placing pumps in and out of service as required.
- Inspects plant facilities at least every two hours during each shift; checks equipment functions, chemical feeds, gauges, valves for proper settings and operations.
- Investigates, troubleshoots, corrects and/or reports equipment malfunctions and irregularities in operations or maintenance.
- Cleans, inspects pumps, filters, and other treatment and pumping equipment.
- Reads charts and flow meters and maintains plant operation logs; evaluates Operations information as required.
- Implements and monitors use of proper safety procedures while working on assigned shift.

- Attendance must be punctual, reliable, and complete.
- Must be able to report to and work in all types of weather conditions including seasonal extremes such as ice and snow as required.
- Participates in routine or light maintenance, housekeeping, and groundskeeping activities such as cleaning buildings; operating mechanical cleaning equipment; cleaning and maintaining chemical feed equipment, and intake structure facilities; servicing filters and treatment basins; inspecting for safety or operational hazards and correcting them; and inspecting fence lines to assure security of facilities.
- Performs other duties as directed by immediate supervisor or another designated manager.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility (listed above) satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

EXPERIENCE:

- Related operations, maintenance, or technical experience preferred.
- Strong working knowledge of governmental/municipal entities or quasi-governmental entities is preferred.

EDUCATION:

- High school diploma or general education degree (GED).

CERTIFICATES, LICENSES AND REGISTRATIONS:

- Must obtain and maintain Arkansas Grade IV Water Treatment and Grade IV Distribution licenses within three (3) years from date of hire.
- Valid Driver's License
- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment.

PREFERRED QUALIFICATIONS

EDUCATION:

- Additional post-high school technical training in Waterworks Operations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of water treatment equipment, materials, processes, and methods.
- Ability to operate hand and power tools and equipment needed for maintenance of District facilities as specified above.
- Excellent communication and interpersonal skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports

- and correspondence; ability to speak effectively.
- Ability to calculate figures and amounts and apply concepts of basic algebra and geometry relevant to the operation and maintenance of water treatment, pumping and distribution processes and facilities.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described in the attachment to this job description entitled “Physical Demands of the Shift Plant Operator Essential Job Functions” are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

MENTAL DEMANDS

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while operating, maintaining, and monitoring heavy equipment and machinery, and while working with and around hazardous materials, at heights, and in confined spaces.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it includes as part of the job duties the operating, maintaining, and monitoring of heavy equipment and machinery, and working with and around hazardous materials, at heights, and in confined spaces. Promotes safety practices to others through encouragement and reminders. Follows all safety requirements. Reports unsafe conditions. Ensures system specific safety requirements are followed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position the Shift Plant Operator I is exposed to indoor and outdoor weather conditions, along with extreme heat and cold and wet or humid conditions both weather and non-weather related. The Shift Plant Operator I works near moving mechanical parts and is at risk of electrical shock. The Shift Plant Operator I occasionally works in high precarious places and is exposed to fumes and airborne particles and toxic or caustic chemicals and is required to wear personal protective equipment where appropriate.

The noise level in the work environment is usually moderate to loud.