

LEAD OPERATOR – WATER TREATMENT PLANT

GENERAL STATEMENT OF DUTIES: To perform supervisory, technical, skilled and labor work in the operation and maintenance of a municipal water supply system, including wells, treatment, storage, and pumping, in accordance with applicable state and federal requirements and sound public health and water supply practices. To be in responsible charge of the day to day plant operation in the absence of the Plant Superintendent or Foreman.

SUPERVISION RECEIVED: Work is directed by the Plant Superintendent, Department Head or an employee of higher grade.

SUPERVISION EXERCISED: As delegated by the Plant Superintendent or Department Head, supervision is exercised over Water Plant Operators or other employees assigned to assist.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Assist in planning, scheduling, and carrying out the work activities of the water plant personnel in the operation and maintenance of the water supply system.
- Routinely inspect and evaluate water supply equipment, treatment processes and operating records; report abnormal conditions; recommend or take appropriate corrective actions.
- Maintain the proper inventory of chemicals for treatment, and other operating and maintenance supplies, placing orders with approved vendors.
- Assist in developing and carrying out standard and emergency operating procedures, establishing and implementing departmental safety procedures and practices.
- Assist in establishing and implementing preventive maintenance, equipment inspection and equipment test schedules and procedures.
- Assist in training new operating personnel and training existing personnel on new procedures or refresher training on established procedures.
- Prepare routine reports and maintain records of monitoring data and equipment maintenance.
- Respond to and investigate complaints related to water supply or water quality.
- Respond to emergency situations, taking responsible charge of the water supply operation in the absence of the Utilities Director, but maintaining communication and reporting of issues or actions to the Director.
- The normal work hours would be the day shift, including alternate weekends, some holidays, and overtime as required in a 24 hour, 7 day per week operation.
- Perform the duties and work assignments of a Water Plant Shift Operator.
- Perform related work as required.

QUALIFICATIONS FOR EMPLOYMENT

- Must be a high school graduate or have obtained GED equivalent, with continuing education and training as required to qualify for writing the requisite Operator certification exams.
- Upon appointment must possess a minimum F-3 State of Michigan Operator Certification and the requisite experience and education to qualify for and obtain an F-2 Certification within two years of appointment to the position.
- A minimum of two years of experience as a Water Plant Operator at a Water Filtration Plant. Experience at a lime softening municipal water treatment facility is a plus. Experience as an operator at a wastewater treatment facility will be given consideration.
- Detailed knowledge and understanding of the proper operation of a municipal water supply system and the individual components under normal and emergency conditions.
- Good mechanical aptitude with sound basic understanding of hydraulic and electrical principles as applied to water system and equipment operation.
- Basic understanding of chemistry as required to accurately perform and interpret process control and water quality tests.
- Ability to work effectively with, supervise, and train other employees.
- Ability to monitor, accurately record, and utilize operation data to troubleshoot and/or optimize control of water treatment and supply.
- Basic computer skills as required for process monitoring, record maintenance and report preparation.
- Ability to effectively interact with the public and state regulatory officials, and accurately explain the operation of the Owosso water supply system and interpret and explain water quality data.
- Must have the ability to respond to plant emergency situations and use sound judgment in making decisions.
- Must possess and maintain a valid Michigan driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicles, generators, pumps, gauges, common hand and power tools, ladders, electrical test equipment, detection devices, mobile radio, phone, calculator, computer, and a variety of lab and safety equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places or in confined spaces, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

Revised 1/2017