



Water Treatment Plant Operator

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Job Type

Full-time

Description

GENERAL STATEMENT OF RESPONSIBILITIES

This position is a skilled, full-time, non-exempt role under the direct supervision of the Water Treatment Plant Superintendent. The job involves performing basic technical tasks in the operation and maintenance of the city's water treatment plant and associated equipment to ensure the efficient delivery of safe drinking water. Responsibilities include monitoring the plant and distribution system via the SCADA computer system, conducting laboratory analysis of water samples, and maintaining corresponding records and logs. Under direct supervision, the role requires adjusting chemical feed levels, pumps, valves, filters, and more to ensure proper plant operations. Additional duties involve filling chemical hoppers, backwashing filters, changing pumps, operating valves, and cleaning and repairing basins. The position also entails inspecting equipment, facilities, and grounds for maintenance and safety, reporting any issues for corrective action, and regularly using emergency generators and motors. Maintenance and repair of well system equipment, as well as managing water flow and chlorine dosage for the well system, are also key responsibilities. Accurate technical record-keeping, charting, and logging are required. The role reports directly to the Water Treatment Plant Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, repeated or a logical assignment to this class.

- Operates plant following specific regulatory and contractual requirements
- Operates valve and gates manually through local control centers as directed
- Starts, stops, and operates pumps, engines, and other equipment, filters, other chemical treatment, and other process units as directed
- Makes routine rounds of assigned process areas and records operating data, performing mathematical calculations
- Performs necessary process control adjustments

- Regulates rate of water flow within treatment facilities and adjusts filters as needed.
- Regulates machines, chemical feed pumps, and maintains chemical used for treatment
- Reads and changes a variety of charts and meters
- Keeps log sheets and prepares operating reports
- Maintains proper water pressure and water storage levels as required
- Participates in preventative maintenance and making minor repairs to mechanical equipment and reports major breakdowns to Assistant Plant Superintendent
- Performs all forms of necessary housekeeping; hosing/cleaning tanks and filters, sweeping floors, shoveling snow and light landscaping duties.
- Performs sampling, analysis and data gathering to meet process control and compliance requirements
- Monitors and assists with calibration and troubleshooting of operational equipment
- Changes out and replenishes process chemical supplies as necessary; receives and off-loads chemical deliveries
- Performs chemical tests as required
- Informs management of process problems and mechanical defects
- Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values.
- Employees are also expected to lead by example and demonstrate the highest level of ethics.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

- Basic knowledge of the methods, policies, and procedures of the Water Plant Division as they pertain to the performance of duties of the Water Plant Operator I.
- Knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of Water Plant Division.
- Is aware of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the terminology used within the Water Plant Division.
- Knowledge of how to maintain effective relationships with coworkers through contact and cooperation.
- Ability to analyze and recognize problems and potential problems and recommend appropriate solutions.
- Ability to comprehend, interpret, and apply policies, procedures, rules, and regulations. Is able to communicate clearly and concisely. Knowledge of English usage, vocabulary, spelling, and basic mathematics.
- Knowledge of applicable occupational hazards and safety precautions. Knowledge of how to react calmly and quickly in emergency situations.

ADDITIONAL REQUIREMENTS

- Maintains high standards of accuracy in exercising duties and responsibilities.

- Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
- Maintains high quality communication and interaction with internal and external entities with whom the position interacts.
- Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures.
- Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.
- Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives.
- Identifies or assists in identifying alternative solutions to issues or situations.
- Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors.
- Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.
- Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.
- Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedur

Requirements

PHYSICAL REQUIREMENTS

Those in this role are required to lift and carry items weighing up to 50 pounds, navigate stairs, and climb ladders. They must also adhere to the city's drug and alcohol testing policies and contribute to maintaining a smoke-free environment. Continuous standing, frequent walking, bending and stooping, reaching, pushing/pulling and twisting of the wrist with the use of tools; the occasional sitting, squatting; Infrequent crawling, climbing, balancing. Vision must be sufficient to read computer screens and printed documents and to operate vehicles and equipment.

ENVIROMENTAL EXPOSURES

Employees are subjected to the extreme noise of equipment, mechanical, electrical, and explosive hazards, as well as fumes, odors, excavation dust, and toxic substances like paints and solvents. They will work or walk for extended periods on various surfaces, including slippery, uneven, and rough terrain. Tasks are carried out both indoors and outdoors across the entire utility system's field locations. Employees may occasionally encounter high, precarious positions, airborne particles, and extreme temperatures.

EDUCATION AND EXPERIENCE

- Must be willing to work all shifts.
- Must possess a valid driver's license.
- Must have a high school diploma or GED

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Spring Hill is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law. If you need assistance or accommodation due to a disability, please email Chris Clausi, HR Director at cclausi@springhilltn.org.

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