

WATER TREATMENT PLANT - OPERATOR IV
JOB DESCRIPTION CITY OF PORTLAND

Position Title:	Water Treatment Plant – Operator IV	Reports To:	Chief Operator
FLSA Status	Non-exempt	Department:	Water Treatment
Revision Date(s)	2/27/17 – 01/03/25	EEO Class	14

Sign, Date and Return to HR: *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

JOB SUMMARY: This position differs from the WTP Operator III by obtaining a Grade IV Certification. This position participates in the operation and maintenance of the water treatment plant to produce potable water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. The employee may also perform a variety of general labor activities such as operation of a truck, mowing, general mechanical repairs, painting, etc. The employee is under the direct supervision of the Water Treatment Lead and/or Chief Operator. Work is generally routine and is accomplished in accordance with established policies, procedures and practices. On occasion independent judgment must be used when accomplishing tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Adheres to City, State and Federal laws, rules and regulations relating to the operation of the water treatment plant;
- Applies specified amounts of chemicals, such as chlorine, coagulant, oxidizers, carbon, phosphate and fluoride into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect and clarify water.
- Monitors flocculation and sedimentation basins. .
- Performs routine backwashing of filter beds. .
- Maintains the communities water storage levels through the SCADA system. Pumps purified water into water mains
- Monitors SCADA to ensure proper control of the treatment plant. .
- Performs routine maintenance on machines and equipment, using both handtools and power tools.
- Performs water testing as required by Portland Water Treatment Plant Standard Operating Procedures, such as turbidity, pH, fluoride, hardness, alkalinity, iron, manganese, phosphate, chlorine residual, temperature and total organic carbon (TOC).
- Interprets test results to apply proper dosages of chemical to insure compliance to state and federal regulations. .
- Prepares and maintains accurate records and logs of plant processes, laboratory tests and maintenance activities.
- Performs maintenance on water lines, pumps, and other equipment, including packing bearings on motors, changing or adding oil, making necessary repairs on equipment, washing filters, etc;
- Performs routine visual checks of the treatment train, pumps and filters.
- Assists with customer concerns as directed by Chief or Lead Operator.
- Collects distribution and bacteriological samples as instructed by the Chief or Lead Operator.
- Collects “grab” samples, conducts analysis and reports results as required;
- Informs the Chief Operator or Lead Operator of the need for any of equipment and supplies necessary for proper maintenance or operation of the Water Treatment Plant.
- Performs routine maintenance of the yard and fence area around the WTP, raw water intake station, backwash lagoons and reservoir area.
- Participates in all activities of the department regardless of skill level;
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of the equipment and materials used in maintaining and servicing a water plant;
- Knowledge of occupational hazards and safety precautions;
- Knowledge of the rules and regulations pertaining to water treatment;
- Knowledgeable in the theory and practice of modern water treatment and skilled in the use of the equipment used in such treatment;
- Skilled in the performance of bacteriological analysis as required by state and federal regulations;
- Ability to maintain accurate records and prepare clear and concise reports of water operations;

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- Ability to understand and follow moderately complex written and verbal instructions;

EDUCATION and/or EXPERIENCE:

- High school diploma or GED equivalent;
- 4+ years of experience in the operation of a water treatment facility;
- A valid Driver’s License is required.
- **LICENSES & CERTIFICATIONS:** Grade IV Certification in Water Treatment from the State of TN Department of Environment and Conservation Water and Wastewater Certification Board; Supplemental education in chemistry, engineering, and water treatment operations is preferred;

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.*

The employee is regularly required to see, talk, hear and smell and perform the physical activities marked below:

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing	X		
X	Walking		X	
X	Climbing: Stairs &/or Ladders	X		
X	Sitting	X		
X	Balancing	X		
X	Bending/Stooping/Kneeling	X		
X	Twisting	X		
X	Squatting	X		
X	Grasping/Squeezing	X		
X	Repetitive movements w/hands		X	
X	Reaching/working overhead	X		
X	Lift &/or carry up to 50 lbs	X		
X	Push &/or pull up to 70 lbs.	X		

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The nature of the position will require the operator to perform duties both inside and outside the plant. The indoor office environment is temperature controlled, well lit with a moderate noise level. During plant operations, the operator may be exposed to machinery with moving parts, noise, fumes, and chemicals. Outside, the employee may be exposed to inclement weather conditions. Employee is required to wear Personal Protective Equipment (PPE) as required.

Job Description Acknowledgment: I understand that **this job description is not a contract of employment** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Water Treatment Operator IV job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Water Treatment Operator IV job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____

Date (Employment, Transfer, Revised Job Description): _____

Sign and date job description. Make a copy for your records. Email to hjohnson@cityofportlandtn.gov