Position: WATER TREATMENT SYSTEM OPERATOR I
Classification: 96611

NATURE OF WORK
The purpose of this position is to assist, individually and with others, in the operation and maintenance of water treatment facilities according to approved performance and regulatory standards for which the operating unit is responsible. This includes functions such as treating water, clearing and maintaining treatment facility facilities, wells, pumping stations and equipment, tanks, performing preventative maintenance and repair work, and otherwise completing assigned work. Performance is subject to review according to the City's personnel plan through observation, reports and the results achieved.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS
1. Inspects and operates all water system facility and equipment placed under his/her care and on which he/she is trained. Meets or exceeds treatment, procedural and other operating regulations and approved standards. Implements standard operating procedures and performs other assigned treatment facility, well, pumping station, and associated property maintenance work as appropriate.
2. Undertakes and completes preventative and routine maintenance for all facilities, machinery, and equipment which includes tasks ranging in complexity from custodial care to review of technical manuals, and the implementation of prescribed operating, maintenance and repair procedures. Provides this assistance individually, to and with others.
3. Takes samples, monitors, analyzes and reports water system information regarding operating conditions and the results achieved. Implements corrective actions as appropriate. Responds to adverse weather conditions and other emergencies when called to provide for the continued operation and protection of facilities.
4. Confers with internal customers, municipal officials and others as directed regarding treatment facility, well and pumping station operations as appropriate.
5. Coordinates functions and activities with other operating units and City departments as directed.
6. Performs preventive and corrective maintenance to facility equipment, mixing of chemical solutions, operation of manual and electrically controlled valves, general facility cleaning, painting and grounds maintenance.
7. Performs routine laboratory analysis for control of the treatment process. Analyzes, records and evaluates instrument readings and laboratory test results; makes process and treatment adjustments as required; determines remedial action in an emergency.
8. Operates the water treatment and pumping stations using the SCADA system at the water facility and remotely via electronic devices such as computers, tablets and cell phones.
9. Assists in the operation and maintenance of specialized equipment, water quality analyzers and water system activities.
10. Perform on-call duties for week-long periods at a frequency of no less than once every 6 weeks, as assigned.

EXAMPLES OF OTHER JOB FUNCTIONS
1. Reports usage of stocked and other items.
2. Follows employee, facility and equipment safety procedures.
3. Participates in training programs and activities and undertakes to develop knowledge of proper facility and equipment operations according to applicable regulations and established procedures.
4. May enter and review operations information in computer based information systems.
5. Performs such other duties as may be assigned.
6. Maintain certification for applicable NH Water Treatment Operator Grade II operator within 36 months of appointment.

REQUIRED KNOWLEDGE, SKILLS AND CAPABILITIES
1. Knowledge of and consistent operating compliance with regulatory requirements and adopted operating procedures in water treatment, pumping and the operation of other system facilities.
2. Knowledge of most phases of treatment facility and pumping station operations, their machinery and equipment, purpose, affect and performance capacities, maintenance requirements, repair and replacement procedures. Provides for their reliable operation.
3. A working knowledge of effective work procedures and job safety practices.
4. On-going skills development and training in water treatment and control.
5. Strong personal example to encourage others to provide a high level of service to external and internal customers.
6. Ability to maintain effective working relationships and communicate effectively with customers, other employees, City officials and other agencies orally, in writing and by listening in the activities of discussion, instruction, notes and reports appropriate for the position.
7. Good knowledge of the techniques and operational characteristics of machinery and the computer process control, mechanical, and electrical systems associated with the operation of a water treatment and pumping facilities.
8. Good knowledge of mathematics, computers, chemistry and other physical sciences.
9. Ability to prepare, maintain and evaluate mechanical and electrical test readings and the knowledge and initiative to institute appropriate corrective action.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL AND MENTAL EFFORT
Work is performed in office, facility, confined spaces, pumping stations, field locations, and vehicles which requires substantial physical dexterity and strength. This includes the ability to work in, around, under and on top of machinery and equipment, to lift up to 80 pounds and may result in exposure to hazardous chemicals, gases and conditions. Work is performed inside and out of doors in all weather conditions. Mechanical, equipment systems and record keeping knowledge is required.

MINIMUM REQUIRED QUALIFICATIONS
Applicants for this position must have graduated from high school or earned a graduate equivalent diploma (GED). Other advanced training in water treatment facility operations, pumps, motors or other skilled trade is preferred. An applicant must have three years of experience in the maintenance and repair of machinery and equipment, and the operation and maintenance of a water system and/or one year of formal training in water treatment, or equivalent work experience. Water Operator Certification must be obtained according to the New Hampshire Department of Environmental Services rules for “Minimum Education and Experience Requirements for Operators,” (Env-Dw 502.18) at the level of Grade I within 18 months of the date of original appointment and the level of Grade II within 36 months of the date of original appointment. An incumbent must possess a valid commercial drivers license, class B, and have no offenses which would prohibit or restrict any insurance carrier from providing coverage to the City. Obtaining additional certification or licensing may be required.

The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.

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