

Storey County Job Description**TREATMENT PLANT OPERATOR I**

CLASS TITLE: Treatment Plant Operator I
FLSA STATUS: Non-Exempt
Created: July 15, 2013
Last Revised: September 25, 2019

JOB SUMMARY: Under general supervision, the incumbent operates, inspects, and performs routine preventive maintenance on a variety of equipment related to continuous operation of water and wastewater treatment plants and distribution systems. The incumbent is responsible for ensuring that residents have safe and clean water that complies with federal and state drinking water standards. The incumbent may assist in the development and maintenance of local policies for water and wastewater treatment and related systems that comply with federal and state regulations.

DISTINGUISHING CHARACTERISTICS: This is an entry-level position in the treatment plant operations series. Initially under close supervision, incumbents learn treatment plant operations activities and methods and perform routine work. Duties may become more complex when experience and certifications are gained. This class is alternately staffed with Treatment Plant Operator II or Treatment Plant Operator III. Incumbents may advance to the Treatment Plant Operator II classification after gaining experience, demonstrating proficiency, and obtaining necessary certifications which meet the qualifications for the higher level class.

ESSENTIAL FUNCTIONS: The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. The following duties are performed under supervision. Essential functions may include, but are not limited to, the following:

- Operates pumps, valves, and other equipment via computer controller, hand, or mechanical means to regulate the flow of water and wastewater through various treatment processes.
- Maintains even flow to ensure maximum efficiency of plant equipment.
- Inspects plant equipment and reports any failures or operation deficiencies.
- Initiates work orders and requests repairs.
- Stops and starts equipment as required for repairs.
- Takes samples of water and wastewater during various stages of the treatment process and at established times.
- Makes standardized chemical control tests to measure treatment effectiveness.

- Operates, adjusts, and performs basic maintenance on chemical mixing and feed equipment to ensure compliance with established standards.
- Operates and adjusts sophisticated ozone disinfectant equipment.
- Operates the potable water distribution systems.
- Operates wastewater collection and conveyance systems.
- Reads and interprets meters, gauges, charts, and instruments.
- Changes recording charts and ensures their continuous operation.
- Receives, manages, stores, and uses bulk chemicals for plant operation.
- Cleans, lubricates, and performs routine preventive maintenance of plant equipment and facilities.
- Uses common manual and power tools in the course of work; operates a jackhammer to break up concrete, asphalt, and soil.
- Performs such record keeping functions as logging plant operations, test results, maintenance work performed, and unusual operating conditions.
- Cleans equipment by using high-pressure water sprayers and associated cleaners.
- Orders tools, parts and materials as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Performs basic facility and grounds maintenance in the area of the treatment plant.
- Demonstrates professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
- As needed, may respond to call-out in emergencies, other than normal working hours. For example, may respond to and actively participate in all-hazard Incident Command System (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist department on their emergency management and ICS plans.

QUALIFICATIONS:*Knowledge of:*

- Basic principles and practices of water and wastewater treatment and related operations.
- Standard water and wastewater process control and operational tests.
- Use and maintenance of basic hand and power tools related to the work.
- Computer applications related to the work.
- Business arithmetic and chemistry related to water and wastewater chemical treatment.
- Correct English usage including grammar, punctuation, and vocabulary.
- Basic record keeping principles and practices.
- Safety principles, practices and equipment related to the work.
- Operation, maintenance, and cleaning of water and wastewater treatment plant equipment and facilities. Methods and precautions in managing, storing, and handling chlorine and other hazardous chemicals as well as the applicable codes and regulations.

Skill to:

- Use standard office equipment, including a computer, in the course of the work.
- Operate a motor vehicle to visit work sites and obtain materials and supplies.

Ability to:

- Be physically present at the water and wastewater treatment plants (located in Virginia City and Gold Hill, Nevada) within 40 minutes or less of notice of emergency.
- Operate and perform routine maintenance on water and wastewater treatment plant equipment; operate computerized equipment to control plant processes; accurately read and record data from gauges and meters; and read and properly interpret plant piping and distribution diagrams and schematics.
- Perform routine laboratory control tests and operate lab or plant equipment accordingly; safely use and maintain hand and power tools related to the work; make accurate arithmetic calculations; maintain accurate logs and records of work performed; understand and follow oral and written directions; establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate verbally and in-writing; gather, analyze, and prepare data and other information; present findings and recommendations; promote constructive and efficient cooperation in a team-oriented environment.

- Maintain accurate records; exercise sound independent judgement within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.
- Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows, Office, and programs related to managing water and wastewater treatment as well as any other applicable programs and software.
- Consistently demonstrates professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Carry out and actively participate in an assortment of special ongoing projects.
- Continue education and training to remain current on latest policies, practices, and required certifications.

LICENSING, EDUCATION, & OTHER REQUIREMENTS

- Any combination of training, education, or experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - High school diploma or equivalent, or
 - At least one year of experience in operating mechanical equipment.
- Must possess and maintain, or be able to obtain within one year of employment, a valid Nevada Water Treatment Operator I Certificate at the 1 Level and Nevada Distribution Operator I Certificate.
- Must possess and maintain, or be able to obtain within one year of employment, a valid Nevada Wastewater Grade I or OIT (Operator-In- Training) Certificate.
- Must possess and maintain a valid Driver's License and have own reliable transportation, including during unannounced emergencies.
- Must be able to respond within within 40 minutes or less driving distance to water and wastewater treatment plants located in Virginia City and Gold Hill.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- ***Physical Requirements:*** Strength and mobility to work in a typical plant operations setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed material, VDT screen and determine fine color differences; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified

individuals who require and request such accommodation. (*Employment is contingent upon the results of a physical examination performed by our examining physician*).

- **Working Environment:** Work is performed under the following conditions. Position functions at water and wastewater treatment facilities and may occasionally take place at other sites. Work may be indoors, outdoors, and in all weather conditions. Exposure to hazardous and infectious wastes, hazardous chemicals and substances, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces. Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, respirators, and a safety vest. Frequent interruptions to planned work activities occur. Work may include evenings, nights, weekends, and holidays. May be required to work extended shifts or be called back in emergency situations.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.