

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

CLASS TITLE: Treatment Plant Operator III
FLSA STATUS: Non-Exempt
Created: September 3, 2019
Last Revised: September 25, 2019

JOB SUMMARY: Under direction of the Public Works Director, the incumbent, operates, inspects, develops, plans, performs and oversees the operation and maintenance of equipment related to the continuous operation of municipal 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 be required to develop and maintain local policies for water and wastewater treatment and related systems that comply with federal and state regulations.

DISTINGUISHING CHARACTERISTICS: This is an advanced level position in the treatment plant operator series. This position includes the full-range of water and wastewater treatment plant and distribution operations and use of equipment. Individuals in this position may work individually on a shift or under the direction of a supervisor and may perform supervisory duties in accordance with Storey County policies and procedures.

ESSENTIAL FUNCTIONS: The duties listed below are examples of the work typically performed by an employee in this position. Performance of these essential functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. The following may be performed under close supervision or with a high level of independence. Essential functions may include, but are not limited to, the following:

- Operates pumps, valves, and other equipment via computer controller, manual, or mechanical means to regulate the flow of water through various treatment processes.
- Maintains even flow to ensure maximum efficiency of plant equipment.
- Inspects and repairs plant equipment and reports any failures or operation deficiencies.
- Performs soldering, brazing, welding, cutting and metal fabrication tasks as required.
- 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; transports samples to lab as required.
- 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 potable water collection and distribution systems.
- Operates wastewater collection and conveyance systems.
- Reads and accurately 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 and repair 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 record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions.
- Ensures compliance with office requirements of reports and public notifications.
- Cleans equipment by using high-pressure water sprayers and associated cleaners.
- 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.
- Orders tools, parts and materials as required.
- Uses standard office equipment, including a computer, in the course of the work and operates a motor vehicle to visit work sites and obtain materials and supplies.
- Conducts a variety of operational and analytical studies and/or reports; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of narrative and statistical documents and reports, submitting reports to department and/or applicable local, state or federal agencies.
- May provide assistance to the supervisor in the development and coordination of department goals and objectives as well as policies and procedures related to water and wastewater treatment; may recommend and assist in the development and implementation of modified systems, policies, and procedures.
- Provides direction and guidance to Treatment Plant Operators I and/or II in the operations and function of the treatment plants and related systems.
- Maintains all required certifications and licenses; attends and participates in professional development; stays abreast of new trends and innovations related to the field; keeps abreast on new and proposed federal and state legislation related to the field; provides comments and recommendations to the supervisor.
- Demonstrates positive attitude and progressive actions through the display of 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.

- Responds 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.

SECONDARY FUNCTIONS

The duties listed below are examples of duties which may be performed on an occasional basis as needed during times of emergency.

- As needed, operates a variety of heavy and construction equipment and vehicles including dump trucks, loaders, dozers, backhoes, excavators, asphalt patch trucks, pneumatic rollers, steel drum rollers, street-sweepers, asphalt and concrete saws, trenchers, forklifts, bucket/aerial lift trucks, crack sealing machines, asphalt zippers, paver screeds, end-dump trailers, belly-dump trailers (trains), distributor trucks, snow plows, vactor trucks, and sander trucks.
- As needed, operates a variety of heavy and light roadway snow removal equipment including snow plows, snow blowers, sand and salt spreaders, and other snow and ice removal equipment; removes snow and ice from walkways, driveways, buildings, and other areas.

QUALIFICATIONS:

Knowledge of:

- Advanced 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 manual and power tools 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 of notice of emergency.
- Respond to SCADA alarms as required by the Public Works Director.
- 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 manual 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.
- Operate a variety of water treatment plant equipment, including automated control devices. Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action. Use initiative and independent judgment within established procedural guidelines.
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.
- Perform thorough and accurate calculations and applications for chlorine and other hazardous chemical usage related to water and wastewater treatment under varying conditions.
- 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.
- 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 demonstrate a positive attitude and progressive action through the display of 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 AND EDUCATION

- 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, and
 - At least three years of increasingly responsible professional experience in the operation and preventative maintenance of water and wastewater treatment plants and related systems.
- Must possess and maintain a valid Nevada Water Treatment Operator II and Nevada Distribution Operator II Certificate.
- Must possess and maintain, or be able to obtain within one year of employment, a valid Nevada Wastewater Treatment Plant Operator Grade III Certificate.
- Must possess and maintain, or be able to obtain within one year of employment, a valid Nevada Water Treatment Operator III Certificate.
- Must possess and maintain a valid Class “B” Driver's License and have own reliable transportation, including during unannounced emergencies. CDL Endorsements such as Tank Vehicle (N) desirable.
- Must be able to respond within 40 minutes 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 manual 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.