

WATER PLANT LEAD OPERATOR

GENERAL STATEMENT OF DUTIES

Assist the Superintendent in the operation and maintenance of the Water Plant and supply system.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED

Works under the supervision of the Water Plant Superintendent.

SUPERVISION EXERCISED

Supervises operators and others for maintenance, janitorial work, and laboratory testing. Supervises all division personnel in the absence of the Water Plant Superintendent. May supervise Water Distribution Personnel.

Responsible for the safe actions of supervised employees and insuring the safe condition and performance of supervised tools, equipment and operations.

JOB DUTIES

- All duties of Operator.
- Supervises division in the absence of the Superintendent.
- Plans, organize, direct, and perform operational and maintenance work related to raw water supply, water treatment, and distribution.
- Assigns and supervise employees for the maintenance of grounds, buildings, and equipment.
- Maintains records of preventative maintenance, repairs and time.
- Controls chemical additions and plant operations for best possible water quality based upon plant laboratory tests. Inform the Superintendent.
- Directs electrical repairs and plumbing construction operations.
- Trains new employees and operators.
- Directs the treatment of reservoirs for algae control and cleaning of the area.

- Initiates purchase orders as required, including preparing inventories of treatment chemicals, maintenance and repair parts, janitorial supplies, safety equipment, and uniforms.
- Reviews laboratory and operation reports for accuracy and for proper treatment.
- Reports operational and maintenance problems, needs, and concerns to the Superintendent for required action.
- Insures operations are conducted in accordance with local, state, and federal law, standard operating procedures, accepted industry practice, and general or special instructions from the Division Superintendent or Department Head.
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Five years related experience, two of which should have been in a supervisory position. Satisfactory completion of Class I Water Distribution Course within two years of employment in this position. Satisfactory completion of seminars, workshops, and training courses in operation, maintenance, and laboratory testing as required by regulatory agencies and the Water Superintendent.

Must be able to develop long term and short term work plans and to effectively supervise and motivate employees.

UNUSUAL OR SPECIAL WORKING CONDITIONS

May work rotating shift including weekends and holidays.

Responds to call-outs in times of emergency or other times of need.

Carries a pager in the absence of the Superintendent.

Responds to all emergency calls for assistance in all sections of the Water Division.