

## AMHERST COUNTY SERVICE AUTHORITY

### JOB DESCRIPTION

**Title:** Water Plant Operator, Class II

**Job Summary:** Performs water treatment plant operations and water distribution system operations, while continuing the operator licensure process. Performs wastewater treatment work, as needed.

Work involves the practice and continued learning of concepts and procedures of water treatment, storage, and distribution, as well as wastewater treatment. Positions are assigned to the treatment plant and outlying treatment, storage, and distribution facilities. Through additional experience, training, and classroom education, the Class II Operator expands his/her ability to adjust water treatment plant equipment, storage tanks, and distribution system to meet water quality standards, take and test water samples to meet and document regulatory requirements, observe and maintain equipment and machinery, monitor instruments and keep operational records, and maintain utility buildings and grounds. The Class II Operator is expected to be knowledgeable and reliable about Operator Apprentice and Class IV and Class III Operator work, capable of providing proper guidance to Operator Apprentices and Class IV and Class III Operators, and able to independently operate the water treatment plant without close supervision, but continues to receive detailed instructions about new work and unusual situations. All new work is closely supervised for accuracy and proper completion to required standards.

Positions are classified per State licensure requirements, which are based on experience, education, and examination, and which must be obtained to legally operate treatment facilities.

**Job Functions:** The Class II Operator expands his/her training and ability to

- Independently operate the water treatment plant to meet regulatory standards without close supervision;
- Adjust flow of raw and finished water to meet system demand;
- Collect and test water samples to determine and record water quality;
- Observe operation and performance of equipment in accordance with required standards;
- Monitor gauges and meters and record readings in accordance with observed performance;
- Adjust process equipment that adds chemicals to the water, check chemical supply levels and add chemicals to bulk storage hoppers, and unload and properly store shipped chemicals;
- Inspect water plant equipment and perform basic scheduled preventive maintenance on pumps, motors, valves, and other equipment;
- Maintain shift operation daily log, and record laboratory test results, equipment performance observations, instrument readings, and other information;
- Perform similar work as above at wastewater treatment plants;
- Provide guidance to Class III and Class IV Operators and Operator Apprentices;
- Perform buildings and grounds maintenance;
- Occasionally provide maintenance/construction staff with traffic control and other assistance;
- Perform all work in a manner that promotes personal and co-workers safety, protects ACSA, public, and private property, and promotes public health and environmental protection;
- Perform all assigned tasks with respect and discipline, recognizing the superior experience of more experienced operators and the importance of maintaining high water quality.

**Pre-Employment Knowledge, Abilities, & Skills (that apply to Essential Job Functions):**

Class III Operator knowledge, understanding, experience, and ability for water treatment and plant operations and wastewater treatment and plant operations, mechanical equipment and tools, and chemicals and supplies used in treating water for human consumption and use and treating wastewater

for safe discharge to the environment, per established procedures, regulatory standards, and supervision. Ability to read and understand technical manuals; properly respond to information provided by plant equipment observations, gauges, and laboratory tests; complete arithmetic calculations quickly and accurately; communicate effectively orally and in writing; perform basic maintenance on mechanical equipment and buildings and grounds; maintain good working relationships with people encountered in the work; continue to develop understanding of biological and chemical concepts and their impacts on water and wastewater treatment processes, and think analytically, with good troubleshooting skills.

**Required Qualifications:**

Training and/or Education for all Classes:

- High school diploma or GED;
- Short school or college-level classes in wastewater and/or water treatment plant operation.

Experience:

- Four years of water plant operations (minimum);
- Six months of wastewater plant operations beneficial.

Licenses or Certifications:

- Current and valid Virginia driving license;
- Must have and maintain a Water Treatment Operator, Class II license;
- Obtain Water Treatment Operator, Class I license (highly recommended, but not required);
- Must obtain certification in first aid, first response, and CPR within one year of starting work;
- VA Dept. of Transportation traffic control flagging certificate within one year of starting work.

**Special Requirements:**

- Must meet and maintain all State qualification requirements for water treatment plant operators.

**Physical Demands:** Position requires light to occasional heavy physical effort, often outdoors and involving stooping, bending, and lifting; periodic repeated lifting of 50 lbs., and outdoor work in all kinds of weather is normal.

**Unusual Demands:** Position requires non-standard work hours (shifts include early mornings, evenings, weekends, and holidays), being on 24 hours call for emergency response, use of power tools, and exposure to the hazards of moving machinery, chemicals, dirt, soil, grease, noise, and vibration.

**FLSA Status:** Non-exempt.