

# WATER TREATMENT PLANT CHIEF OPERATOR

Pulaski County

**Department:** Water Plant

**Reports to:** County Engineer

**Supervision Exercised:** Operational supervision over operator 1 Operator 2 and trainees.

**Supervision Received:** Minimal instruction and supervision after orientation and probationary period. Under the general supervision of the County Engineer

**Classification (FLSA):**        **Non-Exempt**                      Full time – Forty (40) hours/week

## JOB SUMMARY

Primary responsibilities include operation and maintenance of a class two conventional water treatment facility to include water treatment, sampling and analysis along with the general maintenance of the facility and grounds. Employee is also responsible for assisting with the budget and reporting to State and local agencies.

## RESPONSIBILITIES:

- Operate and maintain chemical feed equipment
- General maintenance of plant and pump station
- General housekeeping of plant and pump station
- Unload chemical trucks
- Adjustments and calibration of chemical feed equipment
- Operation and maintenance of filters and equipment
- Makes arithmetical calculations for chemical dosages
- Perform water quality testing, PH, turbidity, alkalinity, hardness, ETC.
- Posts and makes entries in software system and other records
- Enter data and submit monthly reports to state, local and federal agencies
- Prepare operational budget
- Supervise operators and perform annual evaluations
- Schedule plant operations and personnel to meet system demands and state regulations
- Submit timesheets and payroll
- Ensure that water is safe for consumers
- Operates computers and software
- Order chemicals and maintain adequate inventory
- Maintains lab records and procedure manuals

- Performs other duties as assigned
- Understand and consistently implement all County policies and procedures
- Understand and meets all health department regulations
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County and PSA
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current license classification, awareness of water treatment trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds on a regular basis.
- Ability to climb stairs and ladders daily.
- The position also requires constant use of the visual and auditory senses as well as dexterity and skill in office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school. General knowledge of housekeeping, painting, building and grounds maintenance. General knowledge of the occupational hazards involved with the handling of chemicals. Knowledge of basic hand and power tools and the ability to use them safely. Ability to work a flexible schedule, including nights, weekends and holidays. Must have excellent oral and written communications skills. Ability to work independently with minimal supervision. Possess a valid Virginia driver’s license. Possess a class 1 VA waterworks operator certification. Be able to pass a drug test and background check.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.