

**WATER TREATMENT PLANT OPERATOR II**  
Pulaski County Public Service Authority

**Department:** Water Treatment Plant

**Reports to:** Chief Operator

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

**Supervision Received:** Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification: (FLSA):** Non-Exempt, Full-Time

**Work Hours:** Some nights, weekends and holidays are required

**ESSENTIAL FUNCTIONS:** The essential functions of the job 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.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Possession of a valid driver's license issued by the Commonwealth of Virginia is required. Employee must successfully pass a drug test and background check.

**REQUIREMENTS:**

- 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 chief operator
- Operates computers and software

**KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of housekeeping, painting, building and grounds maintenance.
- General knowledge of the occupational hazards involved with the handling of chemicals
- Ability to follow orders
- Knowledge of basic hand and power tools and the ability to use them safely
- Ability to work independently with minimal supervision.

**ADA REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to perform the following; Must have the ability to lift a minimum of 50 pounds; Ability to work outdoors in a variety of weather conditions; Ability to stoop, bend, work in bent positions, hearing and visual acuities required

**EDUCATION AND EXPERIENCE:**

- Any combination of education and experience equivalent to graduation from high school with at least five years of responsible experience preferred
- Must have excellent oral and written communications skills

**SPECIAL REQUIREMENTS:**

Possession of a Class I or II level operators license issued by the State Board of Certification of Operations of Water and Wastewater Treatment

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

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 supervisor or County Administrator. Pulaski County Administration 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.

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

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

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