

Job Title: Water Plant Operator

Job Summary:

Carry out proper operation and maintenance of the water plant facilities. Operate and maintain the water plant in a safe and efficient manner that meets guidelines set by the state of Mississippi Department of Health, Department of Environment Quality, and as directed by the supervisor and department head.

Essential Functions:

1. Regular and prompt attendance.
2. Shall maintain an ongoing oversight of the water plant facilities.
3. Shall use monitoring devices, computers, gauges, and visual observations to make required changes in pumps, controls, or other equipment.
4. Shall perform periodic collection and analysis of samples to assure conformity to accepted standards and regulations and in event of deviation make the necessary changes in operations.
5. Shall maintain a correct and honest record of all test results, gauge readings, recordings, shift assignments, duties and work performed, maintenance and any other record, log, or reports required by any federal, state, or local agency or by the plant supervisor.
6. Shall supervise such personnel assigned to him in the routine, emergency, or trouble operations and maintenance of plants.
7. Shall see that any instructions or assignments given personnel are carried out correctly or carry them out personally if no one is available or those available are not qualified.
8. Shall make any adjustments in chemical dosages, treatment process, or supplies used that might occur during routine operations.
9. Shall perform regular scheduled preventative maintenance on all equipment. Shall notify immediately the plant supervisor of any situation which is felt to be of serious nature or as soon as might be practical in case of a problem or lesser nature.
10. Constantly maintain the facilities to the best possible extent with proper operation, proper maintenance, proper safety, and cleanliness as goals.
11. Use any time that might be available to improve ability to perform job efficiently, safely, or economically.
12. Perform other jobs required as an operator and those considered necessary by the supervisor or department head.

Educational Requirements:

Must have high school diploma, GED or equivalent.

Job Requirements:

1. Work normally performed at the Municipal water plant sites.
2. Must have sufficient math skills to be able to add, subtract, multiply, and divide all units of measure, and perform calculations that would be needed and be able to interpret them.
3. Must be able to lift and carry 50 pounds.
4. Must be able to stand and walk to a large degree.
5. Must have basic skills in computer operations and in chemistry.
6. Must have and maintain a valid Mississippi Driver's license.
7. Must be able to carry out routine job requirements and accomplish all assignments without constant supervision.
8. Must be able to work outdoors in differing weather conditions and temperature variations.
9. Must be able to understand and follow written and oral instructions.

10. Must understand and obey safety rules and use proper safety equipment, gear, and procedures as required.
11. Must be familiar with routine and emergency operation of the water facilities and supporting infrastructure.
12. Must be available for call back and/or overtime as required.
13. Must have knowledge of operation and maintenance of all equipment that might be used. Work will often be on equipment and subject to inherent dangers of such equipment. Must be able to work with and around various chemicals.
14. Must be able to perform all normal tests required, read data from charts, meters, and other recording devices and to interpret the data for any changes, corrections, or improvements needed in the area under examination to assure water quality standards are met.
15. Must have or be able to obtain within an 18-month period of time a Certification from the Mississippi State Board of Health and must be able to maintain it.