



## WATER DEPARTMENT

POLICY: JOB DESCRIPTION/WATER TREATMENT PLANT

TITLE: WATER OPERATOR, NON-EXEMPT

Interested applicants should submit their applications to Mary Armacost, Assistant Superintendent, at [marmacost@speedwayin.gov](mailto:marmacost@speedwayin.gov) or mail to Mary Armacost, Speedway Water Works, 1450 N. Lynhurst Dr, Speedway, IN 46224. Online application at: <https://www.speedwayin.gov/egov/apps/action/center.egov>

### **GENERAL PUROSE:**

Performs a variety of skilled, technical, and maintenance work in the operation of Town Water Plants.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Water Superintendent/Assistant Superintendent

### **SUPERVISION EXERCISED:**

Other staff during cross training instruction

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- The operator's primary mission is to provide an adequate and safe supply of potable water to the town's customers.
- Properly operate a 3 MGD surface water treatment plant (including the intake and pump stations), a 10 MGD groundwater treatment plant, 13 wells, 2 elevated and 1 ground storage tanks, and the sludge basin.
- Performs a daily full walk through inspection of the treatment plant, the intake, the pump station, and the sludge basin.
- Adjusts, monitors, and records plant operations from the surface and ground water plants, wells, tanks, and basins via SCADA and hands on.
- Collects samples, performs analysis, and records results on the source water, at various points in the treatment process, finished water, and in the distributions system.
- Notifies the superintendent and/or assistant superintendent of unusual conditions or results
- Adjusts chemical feed systems according to; water quality test results, to changes in flow rate, and to ensure compliance with regulations.
- Adjusts pumpage based upon system demand and tank levels.

- Monitor well operations
- Monitors and maintains the raw pump oilers daily
- Calibrates chemical feed systems.
- Calibrates and performs minor maintenance on-line water quality analyzers.
- Back washing filters.
- Drain sludge and coordinate with sludge haulers
- Collect and ship compliance samples
- Monitor the inventory of laboratory chemicals, supplies, and instruments, advise when an order need to placed to re-supply, order supplies after approval, received, label and restock materials received.
- Monitor treatment chemical inventories and notifies management of low inventory to maintain an adequate inventory.
- Receive and assist in the delivery of bulk treatment chemicals.
- Changing chlorine cylinders
- Flushes sample lines and pressure transmitters.
- Pump Maintenance
- Cleaning of the laboratory
- Know and understand drinking water regulations that pertain to both of the treatment plants and the distribution system water quality.
- Answering phone calls and checking the voice mail on the main and lab phones.
- Responds to customer complaints, via site visits, water quality testing, minor plumbing inspection, other actions as required, and communicates findings with management and with the customer.
- Maintaining the MSDS book
- Submits oral updates to the Superintendent documenting the activates of each day.
- Responds to after-hours requests for assistance, as they relate to the water utility, when requested to do so by management.
- Assist in the training of new operators and cross training of co-workers.

- Understand and follow all safety rules and requirements.

### **PERIPHERAL DUTIES:**

- Filling chemical day tanks and feeders in rotation with other employees.
- Assist in the operation, maintenance, and investigation of the distributions system as needed
- Assist in meter reading tasks as needed.
- Assist in well maintenance as needed
- Annual hydrant flushing
- Ground maintenance
- Plant cleaning
- Backup Generator inspections
- Basin cleaning
- Ability to operate a variety of equipment used in the water department
  
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to perform any and all other duties normally found or conducted within a municipal water works department, including but not limited repair of water mains, and operation of various pieces of machinery and tools.
- Performs preventative maintenance tasks when necessary or scheduled to the water pumping, treatment, or distribution system as well as residential and commercial water meters.

### **DESIRED MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Education and Experience:*

- (A) High school graduate or G.E.D. equivalent (preferred some college with math, science, or engineering background), and
- (B) Five (5) years experience relating to: water treatment, laboratory testing, pumping operations, chemical feed systems, SCADA operations, on-line instrumentation, basic maintenance.
- (C) Any equivalent combination of education and experience;
- (D) Possess, or have the ability to possess within a WT-5, WT-3, DS-L and A-SO operator's licenses, issued by the State of Indiana Department of Environmental Management.

*Necessary Knowledge, Skills and Abilities:*

- (A) The ability to read and understand equipment operation and maintenance manuals, test methods, sampling instructions, MSDSs, and regulations.
- (B) The ability to perform simple algebraic and geometry problems
- (C) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply treatment and distribution systems.
- (D) Must possess the ability to organize, communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationship with employees, other departments, as well as the general public.
- (E) Ability to understand the treatment process, downstream impacts on changes to treatment, and the ranges that parameters must be in to ensure compliance.

**SPECIAL REQUIREMENTS:**

- Must have valid state driver's license.
- WT-5 and WT-3 water operator's licenses from the State of Indiana Department of Environmental Management or ability to obtain licenses.
- DS-L and A-SO water operator's licenses from the State of Indiana Department of Environmental Management or ability to obtain licenses.
- Knowledge of occupational hazards and safety precautions, and trained in confined space entry, knowledge of Risk Management Program..

## **TOOLS AND EQUIPMENT USED:**

Operating knowledge and use of motorized vehicles and equipment, including but not limited to: dump trucks, pickup trucks, utility trucks, saws, pumps, compressors, sanders, generators, trenchers, common hand-held and power tools, shovels, wrenches, mobile radios, phones, and the chemical testing equipment associated with the operation of the water distribution system.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit; climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative if those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works in outside weather conditions. The employee usually works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and it is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

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

Revision History: \_\_\_\_\_