

WEBB COUNTY
JOB DESCRIPTION

JAN 15 2015

By Webb County
Civil Service Commission

TITLE: OPERATOR I, II, III
DEPARTMENT: UTILITIES
SLOT NUMBER: 1532, 1534, 1535, 1538, 1748, 1533, 1537, 1900, 1901, 2301, 2877, 2878
REVISION DATE: January 15, 2015

JOB SUMMARY:

Under supervision (Plant Operator I), general supervision (Plant Operator II), or direction (Plant Operator III), performs a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the County’s water or wastewater treatment plant; performs adjustments and repairs to plant equipment; collects and documents samples for laboratory testing; performs lead supervision and training to assigned staff (Plant Operator III); and performs a variety of related duties as assigned.

CHARACTERISTIC:

Plant Operator I – This is the entry-level certified class in the Plant Operator series. This class is distinguished from the Plant Operator II by the performance of the more routine tasks and duties assigned to positions within the series including the update of operations logs and adding and mixing of treatment chemicals under the supervision of higher-level operators. Since this class is certified at the Operator I level, employees may have limited knowledge of plant operations. Advancement to the Plant Operator II level is based on meeting minimum qualifications and satisfactory job performance.

Plant Operator II – This is the full journey-level class within the Plant Operator series. Employees within this class are distinguished from the Plant Operator I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Plant Operator II level are normally filled by advancement from the Plant Operator I level. This class is distinguished from the Plant Operator III in that the latter assumes lead supervisory responsibility over lower level staff. Advancement to the Plant Operator III level is based on meeting minimum qualifications and satisfactory job performance.

Plant Operator III – This is the advanced journey-level class in the Plant Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including performing lead supervisory activities and participating in developing goals and procedures for wastewater treatment activities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and have the appropriate certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot, performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation.
- Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

- Maintain, compile and update plant operations logs and reports; perform and record mathematical calculations related to plant operational activities.
- Mix and add treatment chemicals; install and replace chlorine cylinder tanks; ensure adequate chemical application according to regulations and guidelines.
- Install, maintain, repair, modify, troubleshoot and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; change lubrications.
- Collect and document liquid and solid samples and perform a variety of routine water quality laboratory tests; work closely with the laboratory on testing processes; monitor laboratory results; collect water samples as required by the Texas Commission on Environmental Quality.
- Perform general plant facility maintenance such as cleaning, painting and repairing plant facilities; perform various grounds maintenance duties as required.
- Operate a variety of heavy equipment including backhoes, loaders, scrapers, rotovators, forklifts, dump trucks, truck-mounted sludge/compost mixers, and tractor trailer combinations; assist in unloading chemicals as necessary.
- Coordinate construction, maintenance, material selection and repair activities with maintenance, laboratory, contractors, vendors and other staff.
- As assigned, participate in a variety of special projects such as construction of piping, electrical, and structural systems related to assigned work area.
- Conduct tours for the general public, schools, and County staff as necessary.
- Participate in the development of goals and procedures for water or wastewater treatment activities; gather and analyze data; develop a variety of reports.
- Work with a variety of vendors, outside contractors and the general public on water or wastewater activities; answer questions and resolve conflicts.
- Perform any other related duties as assigned.

In addition to the above duties, incumbents in Plant Operator III positions may perform the following duties:

- Provide lead supervision and training to assigned personnel; assign tasks and projects to plant operations staff; train staff in appropriate treatment methods and techniques; schedule staff to ensure proper plant coverage; audit and enter timesheet information into the County's computer system for assigned employees.
- Participate in establishing schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate supervisory and/or management staff; allocate resources accordingly.
- Purchase assigned equipment and supplies for the assigned work area utilizing the County's automated purchasing program.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

QUALIFICATION STANDARDS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

Must have a high school diploma or GED certificate from an accredited institution supplemented by specialized training in water or wastewater treatment plant operations.

License Requirement:

- Plant Operator I:** Requirement to attain a Class D license and obtain a Class C license within 1 year of employment.
- Plant Operator II:** Requirement to attain and maintain a Class C license.
- Plant Operator III:** Requirement to attain and maintain a Class B license.

Experience:

Experience commensurate with each Class level of certification as required by the Texas Commission on Environmental Quality, which includes some course work in the area of assignment.

- Class D License; No experience.
- Class C License; 2 years' experience.
- Class B License; 4 years' experience (2.5 Yrs. with Bachelor's Degree).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of water or wastewater treatment plant operations.
- Knowledge of operating principles of plant equipment such as valves, pumps and motors.
- Knowledge of methods and techniques of maintaining, repairing and troubleshooting water or wastewater plant equipment and processes.
- Knowledge of standard principles of the natural sciences including chemistry and biology.
- Knowledge of basic mathematical principles.
- Knowledge of laboratory analysis techniques and health standards for water or wastewater.
- Knowledge of operational and safety regulations pertaining to water or wastewater treatment plant operations and vehicle and equipment usage.
- Knowledge of water or wastewater treatment chemicals used within the plant and their safe use and application.
- Knowledge of sampling methods and techniques.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
- Knowledge of occupational hazards and standard safety practices and procedures.
- Knowledge of pertinent federal, state and local laws and regulations pertaining to water or wastewater treatment.
- Ability to read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.
- Ability to take liquid and solid samples and perform routine laboratory tests.
- Ability to diagnose operating problems and take effective courses of action.
- Ability to make independent technical decisions to maintain proper treatment process. Ability to maintain pertinent records and compile data into written reports.
- Ability to perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices.
- Ability to read, interpret and understand technical manuals, drawings, blueprints, schematics, and diagrams.
- Ability to perform heavy manual labor.
- Ability to Schedule maintenance and repair of water or wastewater treatment plants.
- Ability to use and operate self-contained breathing apparatus equipment.
- Ability to logically solve problems.
- Ability to participate in and complete safety training courses including CPR and Self-Contained Breathing Apparatus (SCBA) training.

- Ability to operate office equipment including computers and supporting software applications.
- Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- Ability to communicate clearly and concisely in English and Spanish, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

In addition to the above, incumbents in Plant Operator III positions require the ability to:

- Knowledge of principles of lead supervision and training.
- Knowledge of principles and practices of timekeeping including proper time codes.
- Ability to operate and monitor water or wastewater treatment plant equipment.
- Ability to audit timesheets and enter information into a computer system.
- Ability to assign tasks and special projects to lower level plant operations staff.
- Ability to lead and train lower level plant operations staff.

PHYSICAL REQUIREMENTS:

The conditions herein 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 job functions.

Environment: Treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic materials, hazardous chemicals and all types of weather and temperature conditions; work in or with water and/or wastewater in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Sufficient physical ability to perform moderate to heavy lifting; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, crouching and operating motorized equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Operator assigned by System Manager to the Water System will be supervised directly by Water Treatment Superintendent.
- Operator assigned by System Manager to the Sewer System will be supervised directly by the Wastewater Superintendent.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date