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Water Treatment Facility Operator

Employer

City of Arkansas City
118 W Central Ave
PO Box 778
Arkansas City, KS 67005
620-441-4405

Job Description

Wage: \$22.18 - \$36.78 Hourly

Job Type: Full Time

Department: Environmental Services

Location: Water Treatment Facility

GENERAL OVERVIEW OF POSITION AND RESPONSIBILITIES

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water treatment facilities and systems.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Environmental Services Superintendent.

SUPERVISION EXERCISED

Directly supervises all water treatment facility staff.

ESSENTIAL FUNCTIONS

Essential functions of the job may include but are not limited to the following:

- Monitors the performance of all equipment, gauges and charts in the treatment facility and pump stations.
- Records statistical data concerning plant operations.
- Maintains, operates, repairs and replaces equipment as necessary.
- Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

- Operates, maintains and repairs malfunctions at the water treatment plant; repairs gauges, pumps, filters and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements.
- Gathers and tests water samples for water treatment facility efficiency reports as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that the water treatment facility operates within required standards.
- Trains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
- Contains and disposes of hazardous wastes generated by the lab.
- Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meter and other water quality monitoring equipment.
- Operates and maintains pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Oversees the safety of assigned employees by instructing individuals in proper safety procedures and monitoring work in progress, along with maintaining proper entry to confined space procedures.
- Maintains water supply to equipment as a safe supply in correspondence to the cross connection, backflow prevention program.
- Maintains the drawings and schematics of electrical and other systems in the water treatment facility.
- Monitors performance of electrical systems, circuits or equipment of the water treatment facility.
- Performs all duties in conformance to appropriate safety and security standards.

NON-ESSENTIAL FUNCTIONS

- Attendance at training, workshops and seminars.
- Serves on various employee or other committees as assigned.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of equipment, facilities, materials, methods and procedures used in water treatment facility maintenance and operation activities.
- Working knowledge of laboratory procedures and practices.
- Skills in operation of all listed tools and equipment.
- Ability to perform process control calculations.
- Ability to work safely.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and carry out written and oral instructions.

- Ability to establish and maintain effective working relationships with employees, other departments and the public.

COMMITMENT TO MISSION AND ORGANIZATIONAL VALUES

It is each employee's commitment to uphold these core values while representing the City of Arkansas City in carrying out municipal duties as public servants. These values should form the basis for interactions with the general public, with other agencies and with each other.

Mission

The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.

Statement of Organizational Values

- We value Professional Ethics, which includes:
 - Honesty
 - Compassion
 - Fairness
 - Confidentiality
 - Reliability
 - Stewardship of resources
 - Respectfulness
 - Non-discriminatory behavior
 - Professionalism & personal courtesy

We value *Commitment to Citizens through Customer Service*, which includes:

- Courteous interaction with the public
- Pride & ownership
- Programs that address citizen needs
- A sense of urgency and responsiveness
- A service-oriented approach to patrons
- Listening as well as hearing

We value *Commitment to Excellence*, which includes:

- An ability to see the big picture
- A sense of pride
- A commitment to employee knowledge
- Employee professionalism
- Accountability
- Teamwork
- Protection of health, safety & public welfare
- A willingness to embrace change
- A commitment to organizational goals
- Clear communication

EDUCATION AND EXPERIENCE

- High school diploma or acceptable equivalent required.
- Associate Degree in biology, environmental science, chemistry, or a closely related field preferred.
- Five years of experience in a water utility preferred.
- Any combination of the above at the discretion of the City Manager.

CERTIFICATION(S) AND LICENSE(S)

- Must possess a valid driver's license with a safe driving record as determined by the employer.
- Possess, or have the ability to obtain and maintain a Class IV Water Treatment Operators Certificate issued by the State of Kansas (KDHE) within the first three years of employment or placement in the position.

PRE- EMPLOYMENT TESTING

Components of the following pre-employment testing may be conducted and must be successfully completed by the employee:

- Criminal history background checks.
- Physical Capacity Profile – Level 3.
- Drug screen.
- Alcohol testing.

WORK ENVIRONMENT AND CONDITIONS

The work environment and conditions described here are encountered in performing the essential functions of this position. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

ESSENTIAL PHYSICAL FUNCTIONS

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.

Must meet Level 3 in Department of Labor's Dictionary of Titles – Medium Work exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

BENEFITS & APPLICATION INSTRUCTIONS

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