

CITY OF GREENVILLE

Job Description - Water Operator

Nature of the Work

As a Water Plant Operator, responsible for plant operations, which involve water treatment theory/practice, plant equipment operation, maintenance and repair.

Essential Functions

- Produce potable water for the City of Greenville.
- Understand water treatment theory/technology and apply that knowledge to the water treatment process/production.
- Operate a water treatment plant which includes:
 - a) Monitoring of gauges, flow meters, charts, system control computer, etc.
 - b) Conducting water analysis tests such as hardness, alkalinity, PH, turbidity, chlorine residual, etc., for treatment process control.
 - c) Determine chemical feed rates and adjust chemical dosages
 - d) Determine and maintain proper flow rates and in accordance with water consumption demand.
 - e) Maintain treatment records in accordance with state and federal regulations.
 - f) Backwash filters as needed.
- Conduct water analysis tests to ensure safety and water quality by collecting representative water samples and testing for contaminants and properties such as color, odor, chlorine levels, nitrification, etc.
- Collect representative water samples to be used by other agencies for water analysis testing for regulation compliance.
- Ensures that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system.
- Maintains all required records such as operating logs, chemical and repair part inventories, maintenance logs; distributes information to internal and external personnel.
- Performs routine preventative maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work and cleaning, lubricating and replacing equipment parts.
- Enter confined space areas such as manholes, vaults and reservoirs.
- Perform building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
- Become familiar with plant manuals such as maintenance, treatment and safety.
- Perform other related duties required from time to time.

Knowledge, Skills and Abilities

- Ability to maintain effective working relationships with a diversified group of people.
- Ability to communicate courteously and professionally to reflect a positive image of City of Greenville and water treatment plant.
- Ability to access and interact with computer control systems.
- Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature.
- Ability to research, interpret, explain and correctly apply policies, rules, regulations, and procedures.
- Ability to work independently and efficiently.
- Ability to adjust work schedule to perform necessary duties.
- Ability to handle confidential matters.
- Ability to understand basic math and chemistry and being able to apply the knowledge to the water treatment process.
- Ability to understand mechanical problems and equipment.
- Ability to use common hand tools and other related equipment.

- Must be willing to work day, afternoon, midnight shifts as well as weekends and holidays as needed.

Supervision

- The Water Treatment Plant Operator is under the general supervision of the Water Treatment Supervisor.

Requirements

- High School Diploma or Equivalent
- Have or willing to obtain an Illinois Class A Water License
- Self-motivated and willing to work day, afternoon, midnight, weekend or holiday shifts as needed.
- Have a Valid Illinois Driver's License