

Water Plant Chief Operator – Internal Only
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Department: Utilities/Water Production
Reports to: Water Production Superintendent
Hiring Range: \$16.62 - \$19.35
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs and instructs other operators in all activities associated with operating and maintaining chemical treatment processes, mechanical functions, and labor operations of a surface water treatment facility, multiple ground water production facilities, and water storage facilities.

QUALIFICATIONS

Education and Experience:

- Must have a High School Diploma or General Equivalency Diploma (GED).
- Five or more years of experience in water treatment operation is required.
- At a minimum, must possess a Texas Commission on Environmental Quality (TCEQ) Class "B" surface water Operator license and a Class "B" groundwater license.
- Must have a minimum of three years of experience supervising a staff of three or more individuals, preferably in a water production facility
- A combination of experience and certification levels demonstrating acceptable knowledge and skill supervising the operation and maintenance of surface water production facilities and ground water production facilities may be considered.

Special Qualifications:

- Must have a valid Texas driver's license and driving record must be in compliance with city policy. Must submit to and pass a post-offer, non-regulated drug test and thorough background checks (including criminal history).

Knowledge, Skills and Abilities:

- Good knowledge of the operation, equipment, and materials used in water plants and pump stations and water distribution systems.
- Must have basic knowledge of computers, SCADA systems, water treatment chemicals and testing procedures relating to drinking water production, math and mechanical skills.

ESSENTIAL JOB FUNCTIONS

- Monitors and operates water treatment plant equipment such as pumps, valves, motors, filters, gauges, and meters to ensure proper functioning of the water plant and well sites.
- Monitors, and operates water distribution system equipment such as pumps, valves, motors, gauges, and meters, to ensure the proper functioning of the water distribution system.
- Monitors chemical feed systems, chlorine, ammonia, Ph, turbidity as well as other plant process parameters.
- Monitors water storage tank levels and distribution pressures and make adjustments needed to meet consumer demand for water.
- Collects water samples and interprets lab results to make process adjustments.
- Maintains daily records and monthly reports on water operations.
- Maintains a clean and safe work area in and around all the plant processes and buildings.
- Completes preventative and corrective maintenance work orders on pumps, motors, gearboxes and other

equipment in a timely manner.

- Informs supervisor of all problems, deviations, and unfamiliar situations.
- Adheres to the personnel, safety, and department policies and procedures.
- Assist other coworkers as needed.
- Performs other duties as assigned.
- Fills in for Superintendent when needed.
- Assists Superintendent in filling out all required state and federal reports.

PHYSICAL REQUIREMENTS

- To perform the essential functions of the job, must be able to read, write, see, hear, and walk; have good hand/foot/eye coordination to operate equipment.
- Perform strenuous physical activities to include, lifting up to 100 lbs, crawling, bending, walking, kneeling, climbing on and off equipment, operating mowing equipment, working indoors, outdoors, in confined spaces on level, unlevelled terrain, and under constantly noisy conditions.

WORK ENVIRONMENT

- Work is performed primarily outdoors where exposure includes, but may not be limited to, dust, dirt, fumes and loud noises in inclement weather conditions.
- Routine activities require working around electromechanical, rotating equipment.
- Work may include handling dangerous/toxic chemicals with appropriate personal protective equipment.