

WATERWORKS OPERATOR/TRAINEE

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under regular supervision of the Waterworks Supervisor performs routine technical work in the operation and maintenance of waterworks equipment and facilities; performs related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Monitors and adjusts water system components as necessary.
- Perform operations at multiple facilities, including conventional groundwater treatment, membrane filtration, groundwater facilities with filtration and chemical addition, as well as distribution system facilities such as water tanks, valve vaults, and water mains.
- Read, interpret and record information from meters, gauges, and other instrumentation.
- Makes required entries into operational logs
- Collect and analyze various water samples necessary for compliance and process evaluation.
- Performs minor repairs to equipment and plumbing as necessary.
- Operate, maintain, and assist with the repair or replacement of valves and pumps as needed.
- Adjust chemical dosages, flow rates, and other controls to meet treatment goals.
- Complete all data entry for monthly reports on time to allow adequate time for review and submission to regulatory agencies by the deadline.
- Inspects well houses daily.
- Makes required entries into operational logs.
- Keep all buildings and grounds clean and neat in appearance. This includes cleaning bathrooms and trash disposal at treatment plants and well houses.
- Performs flushing operation of water systems as required
- Investigate and assist customers with water quality concerns.
- Keep assigned vehicle clean and in good working order.
- Perform work in a safe and responsible manner.
- Performs grounds keeping on WSA sites as necessary.
- Maintains records and reports pertinent to assigned work and submits operational reports to supervisor including unusual activities or incidents requiring attention or corrective action.
- Ensures safety procedures are followed at all times.
- Prepares and maintains accurate and complete work records.
- Available to work on an on-call, as needed basis.
- Performs related tasks as assigned and/or required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the functions and servicing requirements of mechanical equipment and machinery; thorough knowledge of the technical processes relating to waterworks including some knowledge of chemistry; thorough knowledge of the occupational hazards of the work and the necessary precautions; ability to inspect machinery and mechanical equipment and to detect flows and defects in operation; ability to read meters and charts accurately and to maintain records; ability to lift 70 pounds; ability to understand and follow oral and written instructions;

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ability to maintain effective working relations with co-workers, supervisors and the public; ability to work frequently scheduled overtime.

NECESSARY EDUCATION AND EXPERIENCE:

Graduation from high school or any equivalent combination of education and experience which provides the required skill, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Possession of a valid Virginia Driver's License which is free of violations for a period of three years; possession of a Virginia State Class IV Water Works Operator's Certificate or the ability to obtain one within first year of employment is required. Must also be able to obtain Class III Water Works Operator's Certificate within the second year of employment. Must be able to pass criminal background check and drug screening.