

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF057 Water Plant Operator I
POSITION #/TITLE: 0339,1534 Water Plant Operator I	Adopted: 07-97
	Revised: 03-08

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 25
Reports To Position #/Job Code #/JC Title: NB430/Water Operations Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge & Skills Test, Pre-Employment Qualifications, Iowa Grade 1 Water Treatment Certification, Drivers License
Personal Protective Equipment: Hand, Foot, Eye, Head, Hearing, Respiratory, Protective Clothing	

General Statement of Duties

Provides technical services to sustain proper operation of the Water Treatment Plant, including monitoring system processes, interpreting variances, making corrections and maintaining operational records.

Distinguishing Features of the Class

Works under general supervision; work is largely prescribed and routinized through assignments but considerable independence may be given to experienced workers in this class.

Examples of Essential Work (Illustrative Only)

Operates and monitors water treatment, filtration and pumping equipment, including wells, upflow clarifiers, lime slaking machines, grit removal equipment, chlorine feeding equipment, sludge removal and dewatering processes, filters, pumps, polymer feeding equipment, fluoride equipment, all support and computer control systems used in the water treatment process;

Determines pumping rates to the system through analysis of operational data;

Maintains work areas in an orderly, clean and safe fashion;

Cleans process equipment and work areas using shovels, snow blowers, hoses, brooms, brushes and other equipment as needed;

Unplugs lines, adjusts pump packing and performs simple maintenance tasks as needed;

Wears and properly uses safety equipment including personal protective, fall protection equipment, self-contained breathing apparatus, gas detection equipment and others as may be required;

Collects and analyzes samples using automatic and manual sampling equipment;

Collects data from recorders, gauges, computer console and various instruments;

Makes written and computer keyboard entries to record water quality data and operational information;

Interprets information obtained, troubleshoots problems and makes necessary adjustments;

Initiates Maintenance Repair Requests for equipment repair;

Performs laboratory tests and other tests as may be required; and makes necessary adjustments to treatment processes based on lab analysis data;

Monitors supplies of chemicals and other supplies to insure proper inventory;

Participates in confined space entries and emergency response;

Operates and monitors other plant processes as required;

Conducts plant tours;
Assists in receiving and stocking chemical shipments;
Monitor security cameras and alarms and contact authorities as required to protect the general integrity of the water treatment and distribution system;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of the procedures, methods and techniques required for the operation of a treatment and pumping process under optimum operating conditions and for maintenance and emergency actions;
Knowledge of computer systems and their application for process control and records maintenance;
Knowledge of safety practices and standards;
Ability to perform confined space entry, CPR, First Aid, AED etc.;;
Ability to function as an effective member of a team in the safe and efficient operation of a water system;
Ability to work under general supervision and exercise discretionary control over treatment procedures;
Ability to accurately perform mathematical computations;
Ability to read and write and understand the specialized vocabulary of water treatment and distribution systems;
Ability to attend meetings, conferences, training and seminars;
Ability to use the tools and equipment associated with a water treatment plant and distribution system, including the following: computer, calculator, hand tools, laboratory equipment, personal protective equipment, gas detectors, fall protection equipment and self-contained breathing apparatus;
Ability to understand and comply with IDNR and Departmental permits, rules, regulations, policy and directives;
Ability to operate a personal computer program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Successful completion of high school course work in reading and math, preferably supplemented by vocational training in water treatment plant operation with an Associate's Degree preferred.
One year experience in the operation of a lime softening water treatment plant or two years experience in the operation of a similar processing facility.

Required Special Qualifications

Possession of an Iowa Grade I Water Treatment Operator Certification within six months of appointment.
Valid Iowa Driver's License upon appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively.
Sufficient vision which permits the employee to operate equipment and tools.
Sufficient manual dexterity which permits the employee to operate equipment
Sufficient physical strength to occasionally lift 50 lbs., frequently lift 20 lbs. and constantly lift 10 lbs.
Sufficient personal mobility which permits the employee to participate in confined space entries and emergency response.