

CLASS TITLE: WATER TREATMENT PLANT OPERATOR

**Class Code: 02296600
Pay Grade: 24A
EO: G**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation and maintenance of all water treatment processing operations in a Grade 2 water treatment plant; to be responsible for monitoring the treatment process by using computers and other complex technical equipment and conducting periodic tests and readings, and to effect appropriate adjustments as required; to supervise and participate in the repair and maintenance of the plant, and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior and exercises considerable latitude in the execution and completion of assignments; work is subject to review for conformance to rules, regulations and instructions.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews, in process and upon completion, the work of subordinate personnel engaged in the operation and maintenance of a water treatment facility.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the operation and maintenance of all water treatment processing operations in a Grade 2 water treatment plant.

To be responsible for the daily supervision of all water treatment processing operations and to ensure the plant operates in accordance with applicable regulations of the Rhode Island Department of Health.

To conduct periodic tests and readings of plant operations using computers and other complex technical equipment.

To supervise and participate in any combination of tasks required in the operation of a water treatment facility such as: starting an off-line filter and cleaning an on-line filter, adding diatomaceous earth to the feeders, replacing empty chemical drums, sampling, check tank levels and read analyzers, set chemical delivery rates, and change charts on recorders.

To conduct routine visual inspections of the system's source, source water protection area, storage facilities and chemical addition systems.

To develop and maintain an accurate site plan showing the plant's water source and distribution system.

To have familiarity with all aspects of the treatment and distribution operation of the water system.

To be responsible to setting, measuring and recording of all chemical additions.

To be responsible for monitoring, operating, and maintaining process control to meet specified water quality standards.

To order chemicals and fill chemical feed tanks as necessary.

To calculate and test disinfectant water levels.

To clean, flush, disinfect and test the water distribution system and storage tanks as needed.

To collect or oversee the collection of water samples as specified by the state regulatory agency.

To ensure that all samples are analyzed by a certified laboratory for the appropriate contaminant(s) and delivered to the laboratory to allow sufficient time for testing.

To notify the state regulatory agency and public water system owner or responsible person of a violation within specified time frames.

To notify owner or responsible person of any violation of the state regulations and issue public notices when necessary.

To review the sample monitoring schedule and locations quarterly.

To inspect system within 24 hours of fecal or second Total Coli form positive results or other water system failures.

To ensure the accuracy of water meters and other flow measuring devices.

To attend all inspections conducted by regulatory agency personnel.

To keep abreast of changes in the drinking water regulations and safety regulations.

To respond to consumer complaints promptly.

To maintain a complaint log.

To attend training programs for certification renewal.

To have oversight of source water protection and watershed protection.

To carry out all required reporting requirements including submitting a complete monthly report to the regulatory agency.

To keep complete and accurate water system records.

To develop and maintain a public water system Operational and Maintenance (O&M) Manual.

To investigate water quality and quantity problems and take corrective measures as needed.

To prepare an annual consumer confidence report (community systems only).

To oversee and monitor all repairs performed on the system.

To record quantity of water pumped from source at least monthly.

To be responsible for eliminating or protecting the distribution system against cross connections.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the operational methods and processes used in a modern water treatment facility; a thorough knowledge of relevant state and federal laws, statutes and regulations regarding water treatment and distribution; a working knowledge of methods and procedures used in testing and sampling raw and potable water; a working knowledge of routine maintenance, repair, lubrication and adjustment of electrical, mechanical, hydraulic and chemical equipment used in a water treatment plant; the ability to supervise and review the work of subordinate treatment plant staff; the ability to operate computerized process control panels and other technical equipment; the ability to work rotating and split shifts; the ability to properly and safely perform tasks with chemicals used in water

treatment plants; the ability to keep accurate logs and records pertinent to plant activity; the ability to write accurate and complete reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in the field of Civil, Chemical, Mechanical Engineering, Environmental Science, or a related field; and

Experience: Such as may have been gained through: employment in a responsible capacity in the operation of a chemical physical water treatment plant involving the supervision of personnel engaged in water treatment processing and maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment: Must possess a Grade 2 Water Treatment Certification and a Grade 1 Water Distribution Certification and must maintain such certifications as a condition of employment. Must possess a valid Rhode Island driver's license and must maintain such licensure as a condition of employment. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: March 25, 2012