

# TREATMENT OPERATOR

**FLSA Status:** Non Exempt

**Created:** 2015-04

**Last Revised:** 2020-07

**DEFINITION:** To perform a variety of skilled duties involved in the operation and maintenance of Water Treatment Plants under the direction of the Treatment Operator Lead and Treatment Supervisor.

**DISTINGUISHING CHARACTERISTICS:** This position reports directly to the Treatment Supervisor and the Treatment Lead when required. This is the entry level position within the Treatment series. Employees are fully competent to independently perform the full range of essential functions. This position has been identified as a safety sensitive position by the District Board. As such, employees in this position are subject to pre-employment drug testing and random drug and alcohol testing.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Operates all equipment necessary for the water treatment process in order to meet production requirements and drinking water quality standards.
2. Learn and effectively use the SCADA system as an operating tool. Work with computer equipment to maintain data base files and generate reports.
3. Calculates chemical dosages and adjust chemical feeds.
4. Takes readings and samples in distribution system and treatment facilities.
5. Records and reports test results, daily logs, maintenance work performed and operating conditions of the treatment plants and water production facilities.
6. Maintains treatment plants and water production facilities equipment and keep them clean and orderly.
7. Work with hazardous chemicals related to water treatment. Responds to hazardous chemical spills at District facilities.
8. Performs recording and reporting functions such as maintaining a log of well and reservoir operations, maintenance work performed, and unusual operating conditions.
9. Be dependable and meet attendance requirements at all times.
10. Follow all applicable safety rules and regulations. Attend safety meetings as required.
11. Collects compliance water samples for treatment facilities and distribution system.

## QUALIFICATIONS FOR EMPLOYMENT:

**Knowledge, Skills, and Abilities:** *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

*Knowledge of:*

- Basic principles and practices of water treatment plant and distribution operations;
- A variety of water structures including wells, reservoirs and pipelines;
- Maintenance and repair work of mechanical equipment;
- Basic electrical safety; and
- Computer operating systems and basic programming.

*Skill to:*

- Read and interpret meters, gauges and recording equipment;
- Effectively use and maintain lab and testing equipment;
- Create, operate and maintain SCADA systems;
- Use common power tools, hand tools and equipment;
- Use a personal computer and work with basic office software; and
- Create and maintain other computer programs and networks.

*Ability to:*

- Work alone effectively;
- Communicate with the public and staff;
- Identify and correct problems;
- Repair and maintain plant equipment and facilities;
- Obtain and keep the certification grade required by management and State of Nevada; and
- Work as a team member.

***Required Certifications and Licenses:***

Must obtain a Nevada Grade I Water Treatment Operator Certification within one year of hire and obtain a Nevada Grade II Water Treatment Operator Certification within two years of hire date. Direction and financial assistance from the District will be provided for these certifications. Must possess a valid Nevada driver's license, and have a satisfactory driving record.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

A high school diploma, GED, or Education/Training sufficient to achieve the necessary levels of certification are required. Attending classes provided by Nevada State approved educators to obtain Continuing Education Units (CEU's). Employee is

responsible for completing necessary CEU's required to maintain and renew certifications. Classes for CEU's will frequently be attended on your own time.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Employee is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions; constant walking, kneeling, stooping, bending, twisting, reaching and standing for long periods of time is normal. A good amount of mental effort is required. Regular lifting, carrying or pushing of objects and equipment ranging in weight from 25 to 100 lbs is required. There is climbing of stairs and ladders. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person or over the telephone. The employee is sometimes required to sit and perform repetitive wrist, hand and finger movements. Employee will be required to work a variable 40 hour work week. Employee must be able to work weekends, holidays and evenings. Employee will be required to be on stand-by and subject to 24 hour call back for emergency situations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Work is primarily performed inside for extended periods of time where employees may be exposed to chemicals, hazardous fumes, loud noise, moving equipment and confined spaces. Some outside work will be necessary in extremely hot summer conditions.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed