

HARDIN COUNTY WATER DISTRICT No. 1

Job Description

TITLE OF POSITION: Water Treatment Plant Operator – Class IV-A (Non-Exempt, Hourly with Overtime – Pay Grade NE 14)

DEPARTMENT: Muldraugh Water Treatment Plant

REPORTS TO: Muldraugh Water Treatment Plant Supervisor

SUPERVISES: No supervisory responsibilities

REVISED: April 2020

BASIC POSITION DESCRIPTION:

Operate a Class IV-A Public Water Treatment Plant. Assist Distribution Department, Water Quality/Measurement Specialist and Maintenance Specialist as needed.

ESSENTIAL POSITION FUNCTIONS:

Light equipment maintenance and cleaning as well as general facility housekeeping, including maintenance of plant grounds and mowing. Performs all required duties in the daily operations of a Class IV-A Public Water Treatment Plant under limited supervision. Performs all phases of the water treatment process, equipment maintenance and cleaning, computer based records management, and water quality testing. Operate, monitor, and calibrate water quality instrumentation. Receive and answer customer phone calls. Carry out research and pilot studies as needed to optimize and improve plant operations. Provide daily reports and updates to other operators and plant Supervisor. Monitor chemical levels and dosage rates. Perform jar tests and other indicators of water quality within plant. Understand and follow the regulations enforced by the Kentucky Division of Water. Comply with and follow District and industry safety standards. Any and all other job duties as may be assigned. This position requires access to Fort Knox Army Post. Incumbent must be able to pass security background check as required by Fort Knox. If approval to access Fort Knox cannot be obtained for any reason, employment may be terminated. Regular and predictable attendance and punctuality is required.

STANDARDS OF PERFORMANCE:

Required to work unsupervised at times and perform assigned and non-assigned tasks and duties. Prior experience talking to public and customers and ability to learn and understand billing and collection policies. Must utilize Windows based programs.

MENTAL AND PHYSICAL REQUIREMENTS

Involves high school level math abilities, basic understanding and comprehension of biology and chemistry as used in water treatment operations, required to talk with customers politely and understand and explain District policies and make treatment process decisions. May be required to lift objects up to 50 lbs above waist level and must move throughout water plant facility, including climbing up and down steep stairs and ladders. Must monitor visual and audible alarms and operate a personal computer, keyboard and mouse. Stand at bench and operate laboratory and water testing equipment. Must operate riding and push mowing equipment, string weed cutters and other small power equipment.

WORKING ENVIRONMENT AND CONDITIONS

This position involves working within an indoor office environment around general office equipment, moving, pressurized equipment and chemicals as well as working outdoors in all types of weather. Must work a shift with no supervision. Some travel required to other locations within Kentucky. Position requires working various shifts at all times of the day and frequently working on holidays.

Continued

EDUCATION, EXPERIENCE AND TRAINING

High school diploma required. Associates Degree in engineering, science, or equivalent from an accredited college or university is preferred. Kentucky Class IV-A Water Treatment Plant Operator's License and at least three years previous experience operating a water plant without supervision preferred. Valid driver's license required.

Acknowledgement for Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print) Date

Employee Signature Date

Supervisor's Signature Date