

HARDIN COUNTY WATER DISTRICT No. 1
Job Description

TITLE OF POSITION: Water Treatment Plant Operator Trainee (Non-Exempt, Hourly with Overtime – Pay Grade NE 10)

DEPARTMENT: Muldraugh Water Treatment Plant

REPORTS TO: Muldraugh Water Treatment Plant Supervisor

SUPERVISES: No supervisory responsibilities

REVISED: April 2020

BASIC POSITION DESCRIPTION:

Under close to general supervision incumbent will receive on-the-job training and experience in the operation of a Class IV-A Public Water Treatment plant and must obtain a certified operator's license from the Division of Water. Assist Distribution Department, Water Quality/Measurement Specialist and Maintenance Specialist as needed.

ESSENTIAL POSITION FUNCTIONS:

Light equipment maintenance and cleaning. General facility housekeeping. Enter computer based records and database. Perform jar tests and other indicators of water quality within plant as well as water quality sampling and testing and operate and monitor water quality instrumentation. Maintenance of plant grounds including mowing and trimming. Receive and answer customer phone calls. Provide daily reports and updates to other operators and plant supervisor. Monitor chemical levels and adjust dosage rates. Understand and follow the regulations enforced by the Kentucky Division of Water. Comply with and follow District and industry safety standards and operate District vehicle as necessary. 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. Any and all other job duties as may be assigned. 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 with monitor. 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, including computers and work stations as well as working outdoors in all types of weather. Some travel required to other locations within Kentucky. Position requires working various shifts at all times of the day and frequently working on weekends and holidays.

EDUCATION, EXPERIENCE AND TRAINING

High school diploma or equivalent, valid driver's license required. Some college or college degree in related field (hydrology, microbiology, water treatment science, environmental science) highly desirable. Must

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obtain a Class IA-D Water Plant Operators Certification from the Kentucky Division of Water within 16 months of hire date.

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