

**HARDIN COUNTY WATER DISTRICT No. 1**  
**Job Description**

**TITLE OF POSITION:** Water Treatment Plant Operator – Class III-A (Non-Exempt, Hourly with Overtime – Pay Grade NE 13)

**DEPARTMENT:** Pirtle Spring Water Treatment Plant

**REPORTS TO:** Pirtle Spring Water Treatment Plant Supervisor

**SUPERVISES:** No supervisory responsibilities

**REVISED:** April 2020

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**BASIC POSITION DESCRIPTION:**

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

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**ESSENTIAL POSITION FUNCTIONS:**

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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. May be required to work an 8 hour shift under no 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. 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.

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**STANDARDS OF PERFORMANCE:**

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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.

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**MENTAL AND PHYSICAL REQUIREMENTS**

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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.

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**WORKING ENVIRONMENT AND CONDITIONS**

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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.

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**EDUCATION, EXPERIENCE AND TRAINING**

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High school diploma or equivalent, with some college or college degree in related field (hydrology, microbiology, water treatment science, environmental science) highly desirable. Class III-A Water Plant Operators License from the Kentucky Division of Water and at least three years previous experience operating a water plant without supervision. 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.

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Employee Name (Please Print) Date

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Employee Signature Date

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Supervisor's Signature Date