

**POSITION DESCRIPTION**  
**City of Brewer**

**Class Title:** Treatment Plant Operator

**Department:** Water Department

**Date:** December 14, 2011

**GENERAL PURPOSE**

Operates the Ozonation Treatment Plant to insure that water of adequate quality and quantity we provide to customers of the Brewer Water Department, maximizing public health benefits, while optimizing operational costs. Assist in the watershed protection activities of the Brewer Water Department. Performs operational and monitoring tasks necessary for the proper operation of all aspects of the Hayes Ozone Water Treatment Facility and the Hatcase Pond Pump Station, and monitor the Distribution System SCADA.

**SUPERVISION RECEIVED**

Works under the general supervision of the Lead Ozonation Operator and Superintendent

**SUPERVISION EXERCISED**

Independently operates plant and pumping station. He/she provides oversight and direction to maintenance personnel in emergency and preventive maintenance projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Perform operational tasks to ensure water quality and quantity are maintained at predetermined levels that meet regulatory requirements

Be available (pager, home phone, cell phone), based on schedule, to respond to emergencies.

Monitor, interpret, report and archive data from treatment plant and distribution SCADA Systems.

Performs testing, calibration checks, maintenance and emergency repairs on treatment and pumping equipment.

Collects raw and treated water samples, performs necessary test procedures to measure water quality.

Performs custodial duties at the Treatment Facility and Hatcase Pond Pumping Station, including routine and preventative maintenance of the facilities and grounds

Follow changes in Federal Regulations related to treatment and source of supply, and assess impacts to operation of the Brewer Water Department's treatment facility.

Maintain accurate records of daily tasks, treatment data, equipment operation and maintenance.

Communicate and interaction with State Drinking Water Program personnel

Maintain updates on procedures and guidelines for optimizing operational and emergency response activities and tasks

Assist Superintendent by participating in policy reviews and technical design reviews.

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Purchases operational supplies and equipment as needed, up to approved level. Assist in the Preparation of the Department budget to ensure proper planning for operations and maintenance of equipment

Investigates customer calls regarding meter operation and water quality; takes actions to resolve the problem.

He/she helps in keeping a complete inventory of parts and equipment used in the operation of the Ozonation Water Treatment facility.

The ability to interact with co-workers, customers, contractors, service personnel and members of the public in a courteous, effective and tactful manner

Conduct tours of the Water Department's Facilities

Performs related duties as assigned

May serves as a member of various employee committees

**DESIRED MINIMUM QUALIFICATIONS**

- Graduation from a two-year college or university with a degree in Environmental Science, Public Health, Civil Engineering, or a closely related field; and/or
- Two (2) years of experience relating of construction, repair, operation and maintenance of water distribution and/or water treatment systems including the operation of relating maintenance equipment, or
- Progressively responsible professional in the operation and maintenance in a water treatment facility.
- Any equivalent combination of education and/or experience.
- Possession of a valid State of Maine Class II Water Distribution System License or the ability to obtain within 2 years of hire date.
- Possession of a valid State of Maine Class III Water Treatment License or the ability to obtain within 3 years of hire date.
- Possession of a valid State of Maine Class B Drivers License

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the operation of an Ozonation Treatment Plant, SCADA Systems, distribution systems, standpipes, service lines and water mains.
- Ability to understand and follow verbal instructions and written job orders; Ability to communicate verbally and in writing; Ability to observe proper safety precautions; Ability to prepare and submit accurate paperwork, including time cards, stock sheets, work slips and equipment records
- Ability to establish effective working relationships with customers, co-workers, supervisors and the public in a courteous, effective and tactful manner.
- Highly skilled in the operation of listed tools and special equipment used by the Water Department

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must be able to lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud in the field setting, and moderately quiet in the office setting.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History: