

# **Benton / Washington Regional Public Water Authority**

## **Job Description**

### **Water Treatment Plant Operator I**

#### **Job Summary**

The Water Treatment Plant Operator I (WTPO I) is a entry level position for personnel that through the licensing and training process will be required to operate the Authority's Water Treatment Plant and ensuring at all times that the water being produced meets the required standards to protect public health. The licensing requirements are as such as set forth by the Arkansas Department of Health, and the individual(s) holding the WTPO I position is required to have obtained a minimum of a Grade III Water Treatment License (In-Training designation is acceptable) within 1 year of Employment. In order to advance to the WTPO II position at the end of one year the WTPO I must obtain their Grade 4 Water Treatment and Grade 4 Distribution licenses (In-training designation is acceptable). While this position does not require previous water treatment experience, the WTPO I must be a high school graduate or have an equivalency degree and must be a minimum of 18 years of age. Must also be able to perform mathematical calculations, follow established laboratory procedures, interpret test results, and maintain clear and accurate records and be able to swim.

During the initial 1-3 month(s) training period, the WTPO I will be required to work with a WTPO II, III and / or the Operations Supervisor. Once this training period has been successfully completed, the WTPO I may be assigned to one of the following shifts working under the direction of a senior WTPO or the Operations Supervisor

- A: Day Shift 7 AM – 7 PM - Rotating weeks of 36 hours one week and 48 hours the following week (includes 8 hours of overtime)
- B. Night Shift 7 PM – 7 AM - Rotating weeks of 36 hours one week and 48 hours the following week (includes 8 hours of overtime). Includes \$0.50 per hour shift differential

Work location is at the Authority's Water Treatment Plant. Because the treatment facility is a 24-hour, seven days per week facility, this position will require that work occur on weekends, and holidays; and, can include work not only at the treatment plant, but also at the Intake Structure on Beaver Lake.

The WTPO I position is an entry level position and the individual must demonstrate the ability to work with minimal supervision. While changes to the treatment process can not be made by the WTPO I without verbal authorization of the Operations Supervisor or the General Manager in the Supervisor's absence, their primary responsibility is to ensure that all of the water produced by the Authority's facilities meet all federal and state water quality standards and that such water is treated, stored, and delivered in the most safe and efficient manner possible.

It is expected that following one year of treatment experience, and having full licensing requirements (minimum of In-Training Designation), and demonstrating good job performance and job knowledge, the WTPO I would move up into the WTPO II designation.

#### **Physical Requirements**

- A.) The WTPO I Employee must be able to pick up a minimum of 60 pounds at waist height and handle that load without injury or loss of control.
- B.) They must be able to climb up and down stairs, ramps, ladders, and properly enter confined spaces associated with the Authority's worksites. They must also be able to work outdoors safely in all weather conditions that can occur in Northwest Arkansas.

- C.) Must be able to perform and complete assigned shift work. This includes during nights, weekends, as well as holidays; and, the employee must be at their workstation at the designated time.
- D.) The WTPO I Employee must be familiar with MSDS documents and know how to read, interpret, and implement that information necessary to safely, maintain, and handle chemicals, chemical containers, and chemical feed equipment. The employee is also responsible for the maintenance of Personal Protective Equipment (PPE) and for determining when PPE needs to be replaced through consultation with the Manager.
- E.) The WTPO I must be able follow established procedures to visualize and interpret laboratory testing results and make necessary changes to treatment process based on these results

### **Minimum Requirements**

- A.) Must attain both a Grade III Water Treatment in accordance to the parameters set forth by the Arkansas Dept. of Health within 1 year of hire and minimum of Grade 3 Treatment License (In-training is acceptable) must be obtained before becoming eligible for promotion.
- B.) WTPO I Employees are required to meet their required training requirements through coordination with the Operations Supervisor and overnight travel may be required to meet the training needs.
- C.) The WTPO I, once completing training, assumes full responsibility for following the Operations Supervisor's, or his designee, directives pertaining to the quality and quantity of water produced on their shift.
- D.) Is responsible for maintaining all operating activity records and chemical inventory records for during their shifts. Activities pertaining to the treatment process are required to be documented
- E.) Is responsible as directed by the Operations Supervisor for maintaining lagoon effluent discharge rates and maintaining compliance with NPDES Permit
- F.) WTPO I is responsible to ensure that the work areas are maintained in a clean and orderly manner:

### **General Requirements**

- A.) WTPO I staff members must have, and consistently demonstrate, above average communication and human relation skills. Specifically, in as how they relate to other Authority personnel, Authority Directors, Member's facilities, regulatory personnel, and the general public.
- B.) The WTPO I is expected to make sound logical decisions regarding the treatment of water which can be defended based on fact.
- C.) The WTPO I will perform other duties as assigned by the Operations Supervisor.
- D.) The WTPO I must have and retain a valid driver's license.
- E.) The WTPO I is expected to conduct themselves as a professional at all times and conform to the Authority's policies and procedures as outlined in the Personnel Handbook.

### **Additional Work Conditions**

The Authority reserves the right to test any employee for operational proficiency and / or for controlled substances or alcohol consumption at the sole discretion of the Authority and without prior notice to the employee.

The Benton / Washington Regional Public Water Authority is an at-will employer

## JOB DESCRIPTION ACKNOWLEDGEMENT

Position: WATER TREATMENT PLANT OPERATOR I

I \_\_\_\_\_ (state your name) have read the requirements as described in the job Description for the Water Treatment Plant Operator I position, and can to the best of my knowledge meet those requirements as described.

Exceptions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_