

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES PLANT OPERATOR A / B / C / TRAINEE

Department: Utilities
Pay Grade: 211 / 209 / 206 / 204
FLSA Status: Non-Exempt
Job Class: 7075
Risk Code: 7580

JOB SUMMARY

Responsible for performing skilled work in the operation and monitoring of a water and/or wastewater treatment plant.

Water Treatment Plant Operator: Responsible for operating treatment plant machines and equipment to purify and clarify water for human consumption and ensuring compliance with regulatory agencies.

Wastewater Treatment Plant Operator: Responsible for operating sewage treatment, sludge processing, and disposal equipment at wastewater (sewage) treatment plant to control flow and processing of sewage and ensuring compliance with regulatory requirements.

ESSENTIAL JOB FUNCTIONS

Water Treatment Plant Operator

- Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treatment plant.
- Adjusts automatic devices that admit specified amount of chemicals into tanks to disinfect, deodorize, and clarify water.
- Monitors panel boards and adjusts controls to regulate flow rates, loss of head pressure, and water elevation and distribution.
- Cleans tanks and repairs and lubricates machines and equipment.
- Collects and test samples according to established schedules to ensure continued compliance with regulatory standards.
- Maintains plant records regarding treatment operations during assigned shift.
- Assists in making improvements in efficiency of department by making recommendations related to equipment and obtaining price quotes from vendors.

- Works a forty (40) hour week, seven (7) day, eight (8) hour per shift with on-call shift work for emergency coverage.
- Repairs and maintains plant water/wastewater distribution lines and transmission systems.
- As the position moves in the matrix, may oversee work of trainees or other operators.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Collects and analyzes samples for operation and regulatory requirements.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

Wastewater Treatment Plant Operator

- Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage and/or reclaimed water.
- Observes variations in operating conditions and interprets meter and gauge readings and tests to determine load requirements.
- Works a forty (40) hour week, seven (7) day, eight (8) hour per shift with on-call shift work for emergency coverage.
- Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion process.
- Collects and analyzes samples for operation and regulatory requirements.
- Maintains plant records regarding treatment operations during assigned shift.
- Assists in making improvements in efficiency of department by making recommendations related to equipment and obtaining price quotes from vendors.
- Reviews records and reports compiled by plant operators.
- Generates and signs records and reports in accordance with prescribed regulatory reporting requirements.
- Works towards plant efficiency by maximizing treatment capabilities while minimizing costs.
- As the position moves in the matrix, may oversee work of trainees.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibility at entry level. May incur supervisory responsibilities as employee obtains higher occupation classifications. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

QUALIFICATIONS

	Trainee	Operator C	Operator B	Operator A
HS Diploma/GED	Required	Required	Required	Required
Florida Driver License	Required	Required	Required	Required
Base Required License/Certification	Exam Certification within 1 year	One "C" License (water or wastewater)	One "B" License (water or wastewater)	One "A" License (water or wastewater)
Preferred Additional Licensing	0	CW + CWW	WB + WWC	WA + WWC
			WWB + WC	WWA + WC
			WWB + WB (dual "B" license)	WWA + WB
				WA + WWB
			WA + WWA (dual "A" license)	
Total license/Certifications	1	2	3 to 4	4 to 6
Experience in years (hours)	0	1 year (2,080 hours)	3 years (6,240 hours)	5 years (10,400 hours)
Pay Grade	204	206	209	211

Stipends: stipend below will be provided to operators while they meet the conditions below.

Class B treatment plant or higher (per FAC 62-699) lead operators qualify for a \$50 per week stipend.

Class C wastewater plants or lower (per FAC 62-699) lead operators qualify for a \$25 per week stipend.

Class C water treatment plants or lower (per FAC 62-699) lead operators of at least 10 plants qualify for a \$25 per week stipend.

Dual licensed operators will qualify for \$25 per week stipend for each level of secondary plant license achieved.

Note: Marion County Utilities requires a minimum of an Operator C License within two years from hire date as an Operator Trainee. An Operator who does not meet this requirement will be terminated.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to maintain routine plant operations records.
- Ability to effectively present information and respond to questions of managers, clients, customers and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of methods and practices of modern water and/or wastewater treatment and operating procedures.
- Knowledge of modern wastewater treatment and disposal principles and practices including biological treatment.
- Knowledge of fluid mechanic, hydraulics, air systems, and wastewater formulas.
- Knowledge of functions and mechanics of plant equipment and the ability to understand electrical and pump-mechanical functions as they relate to plant operation.
- Knowledge of math, basic chemistry, and computers.
- Knowledge of state and federal rules and regulatory standards governing water and/or wastewater treatment operations.
- Skills in pump-mechanical aptitude.
- Ability to inspect machinery and other equipment in operations and to detect flaws and defects in operation.
- Ability to read blueprints and schematic drawings.
- Ability to read meters and charts accurately, to maintain records, and to perform chemical analysis accurately.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to stand, and walk; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, extreme cold, risk of electrical shock, and vibration; will regularly be exposed to moving mechanical parts, and extreme heat; and will frequently be required to work in outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.