

City of Groves

Job Description

Public Works

Water Distribution/Water Plant

Laborer II/Relief Water Plant Operator

NATURE OF WORK

- This is semiskilled and skilled work in a variety of construction and maintenance activities.
- This is technical work in the operation of a water purification plant.
- Work involves the performance of a variety of tasks requiring special knowledge or skills acquired through experience or on-the-job training.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

- Operates a variety of hand and power tools such as air hammers, air compressors, drills, rodding machines, and tapping equipment in locating, exposing, repairing and replacing water distribution and sewage collection lines and services; tests, cleans, overhauls and replaces gate and check valves, and hydrants; makes taps to mains; installs sleeves; applies sealing compounds to joints; operates pumps and motors; conducts maintenance and repair work to water and sewer plant.
- Assists in laying pipe; spreads gravel, shell, and other construction materials.
- Operates dump, flatbed, or other trucks in transporting personnel, materials, and supplies; assists in loading and unloading trucks.
- May occasionally operate light or heavy equipment on a temporary, relief, or training basis.
- Inspects the surface water treatment plant and equipment to determine operating condition; checks levels and flows of caustic soda, chlorine, fluoride, polymer and other additives; fills machines and carries out preventive maintenance; adjusts equipment to meet operating requirements; replace pigtails on chlorine pipes.
- Monitors production, transmission, storage levels, system pressure and treatment processes; makes adjustments to meet demand; maintains operating log; collects samples from designated sources and performs routine and standardized test for pH, chlorine and turbidity; makes arithmetic calculations in connection with test; maintains daily records of test results.
- Cleans assigned plant areas and equipment and assists in equipment maintenance, repair and installation work; participates in on-the-job training of new operators; reports malfunction of equipment.
- Answers phone after hours, on weekends, and on holidays concerning water leaks, sewer stoppages and other routine and non-routine city problems and contacts proper department head to respond to complaint; removes equipment from warehouse when needed for emergency calls.
- Performs related work as required.

REQUIREMENTS OF WORK

- Experience related to water purification plant operations and/or any equivalent combination of training and experience which provides the following knowledge, abilities and skills:
 - Knowledge of the methods, materials, and equipment used in the installation and repair of water and sewer lines and services.
 - Knowledge of the principles, practices and methods related to water purification plant operation. Knowledge of standards governing safe drinking water.
 - Knowledge of the safe and correct use of hand and power tools and equipment common to the work.
 - Knowledge of the occupational hazards and safety precautions of the work.

- Knowledge of the functions and servicing requirements of mechanical equipment and machinery.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to safely and effectively operate complex machinery and equipment.
- Ability to drive motor vehicles.
- Ability to lift equipment and transport materials as directed.
- Ability to climb ladders, stairs, scaffolds, water towers and ladders. Ability to bend to take water samples.
- Ability to climb into culverts and walk down into deep water and sewer holes.
- Ability to work in water and sewers to make repairs.
- Ability to learn the operation and maintenance requirements of plant pumping, treatment and control equipment. Ability to perform water plant maintenance activities.
- Ability to perform standard arithmetic calculations quickly and accurately.
- Ability to read meters, charts and gauges accurately and to maintain required records.
- Ability to read, interpret and work from written and oral instructions regarding operating procedures and laboratory routines.
- Ability to work with minimal supervision.
- Ability to visually detect problems.
- Ability to mix chemicals, measure properly and treat water with chemicals.
- Ability to maintain mental alertness when reading, measuring and treating water in compliance with standards.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Texas CDL.

Possession of a TCEQ “C” Surface Water Certification for Waterworks Operator required.

Possession of a TCEQ “B” Certification is preferred.

Ability to obtain Wastewater Collection Operator certification/license required.

Each employee of the City of Groves is identified by the City to be part of the emergency response team before, during and/or after any emergency or disaster. Essential personnel are required to work before, during and/or immediately after an emergency or disaster.

REPORTS TO

- Superintendent, Field Operations (Water Distribution/Wastewater Collection)/Chief Water Plant Operator