

ATTENDANT/OPERATOR – WATER FILTRATION

GENERAL STATEMENT OF DUTIES: Performs a variety of unskilled, technical and skilled work tasks related to the operation and maintenance of a municipal water treatment plant. The employee may also be assigned to assist in other public services department work tasks as required.

SUPERVISION RECEIVED: Work is performed under the direction of a Superintendent or employee of higher grade.

ESSENTIAL FUNCTIONS:

- Operate water treatment equipment so as to maintain desired treatment levels; operate pumps, valves, and electrical controls; adjust and monitor chemical feed rates; read, record and interpret instrumentation readings; learn and perform emergency operating procedures.
- Utilize Supervisory Control and Data Acquisition system and other instrumentation to monitor and operate plant equipment and treatment process. Utilize computer equipment and software to record and tabulate laboratory and operating data.
- Identify, analyze and properly respond to emergency and non-routine changes in operating parameters, equipment or power failures.
- Collect and preserve samples, perform field and basic laboratory analyses as required.
- Assist in the maintenance and repair of mechanical equipment.
- Perform routine inspections of wells, storage facilities, record data, and report deficiencies to the supervisor.
- Operate a variety of hand and power tools.
- Routinely clean and perform scheduled preventive maintenance on assigned equipment and tools. Inspect equipment and tools, reporting any defects or needed repairs.
- Enter and work in confined spaces in accordance with approved safety procedures. Perform all duties in conformance with appropriate safety and security standards.

OTHER FUNCTIONS:

- Perform buildings and grounds maintenance functions including, but not limited to, janitorial duties, lawn mowing, snow removal and painting.
- Upon assignment, work in other public services crews on tasks as required.
- Undertake and complete continuing education training to improve job skills and to obtain and maintain required state certification.

(Note: The functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

JOB REQUIREMENTS:

- Graduation from high school, GED equivalent, or an equivalent combination of education and experience.
- A combination of knowledge, aptitude, experience and physical skills to learn and competently undertake the above described job functions, as assigned within the probationary period.
- Basic knowledge of mathematics, hydraulics, chemistry, electricity and mechanics as related to operation of a municipal water system.
- Ability to work effectively as a single shift operator, maintaining constant vigilance and showing initiative to carry out assigned tasks and duties with minimal supervision and oversight, and to effectively communicate with outgoing and incoming shift personnel.

- Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL NOTES:

- Upon satisfactorily completing an initial training, an application will be submitted to the State of Michigan for a Provisional Certification (F-4P), this must be obtained in order to continue working at the plant. The State will issue these provisional certificates for a one-year period each up to two times while in training and taking the F-4 exam every six months.
- An entry level employee within this classification at the Water Filtration Plant must attain State of Michigan certification as a Filtration Plant Operator (F-4 minimum) within 24 months.

PHYSICAL REQUIREMENTS:

- 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 is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl. The employee must have the physical dexterity and strength to safely enter and exit manholes through standard openings with applicable safety equipment. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The ability to detect odorous gases is required.

WORKING CONDITIONS:

- 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 may work in outside weather conditions as experienced year-round in Michigan including inclement weather. The employee frequently works near moving mechanical equipment and is frequently exposed to wet and/or humid conditions and vibration. The employee works near and may come into contact with municipal wastewater and may be exposed to fumes and gases encountered in a municipal wastewater system. The employee may occasionally enter into confined spaces with limited ventilation. The employee may occasionally work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or hazardous chemicals, and risk of electrical shock. The noise level in the work environment is moderately loud.