

**DEPARTMENT: SMRU**

**CLASSIFICATION: Full-time**

**FLSA DESIGNATION: Hourly/Non-Exempt**

**APPROVED BY:**

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**REPORTING RELATIONSHIPS**

Position Reports to: Water / Wastewater Plant Managers

Positions Supervised: None

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**DISTINGUISHING FEATURES OF THE POSITION**

The Water/Wastewater Plant Operator is responsible for the operation of all facilities within the water and wastewater treatment divisions under the guidance and supervision of the Chief Plant Operators and Division Managers. This position can only be achieved via internal promotion – either by completing the 2-year trainee track or by a qualified Water or Wastewater Operator choosing to complete cross training in the necessary department. Completion of either career paths and dual “C” Level licensure will qualify the trainee/operator for full promotion to Water/Wastewater Plant Operator pending the recommendation of the Water Division Manager, Wastewater Division Manager, and Utility Director. The cross training description is as follows:

A cross training employee will retain their current title and salary. Upon completion of the cross training and with the approval of management, the operator will receive their promotion and be required to complete a standard 1-year probationary period.

For one year (no less than 6 months depending on licensure and qualifications):

The Wastewater Plant Trainee will help in carrying out the responsibilities of wastewater facility operations, regulatory compliance, influent supply and effluent production for the Division and assisting other operators and maintenance personnel. The trainee is responsible for learning the day-to-day operation and maintenance duties of the contact stabilization wastewater plant and provides assistance for the Division’s projects and efforts.

Or, for one year (no less than 6 months depending on licensure and qualifications):

The Water Plant Trainee is a skilled technical position responsible for learning how to operate and maintain a Reverse Osmosis Treatment Process, a Nano Filtration Treatment Process, two distinct surficial wellfields, Floridan Aquifer Artesian Wells, flushing and sampling of the distribution system, and producing and maintaining safe drinking water in accordance with Federal and State regulatory requirements.

During cross training and after full promotion:

In order to maintain current and necessary facility knowledge, the Water/Wastewater Plant Operator is required to spend no less than 40 hours per quarter in both the Water and Wastewater Departments. The scheduling of this time is to be coordinated between the division managers and may not incur overtime.

This position is required to work for the Water or Wastewater Departments as needed; mandatory relocation is required when instructed by the Utility Director.

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## **DUTIES AND RESPONSIBILITIES:**

The Water/Wastewater Operator is required to meet all the duties and responsibilities of both the Water Plant Operator and the Wastewater Plant Operator, including but not limited to:

- Required to work all assigned shifts including nights, weekends, holidays, and 24-hour emergency on-call rotation.
- Required to cover shifts (as requested) and duties (as instructed) due to the temporary absence of other operators
- Performs daily operational duties as assigned by the Chief Operators or Division Managers, including but not limited to: collecting samples, performing tests/analyses, performing equipment calibrations, taking readings, recording set points and levels, adjusting process controls, maintaining reservoir and/or storage tank levels, and maintaining system pressures and water qualities.
- Controls and Monitors Treatment, Distribution, and Collections processes via the SCADA, DataFlow, and cellular callout systems
- Assists with the operation, maintenance, and repair of utility equipment including but not limited to: pumps and motors, wells, rotating machinery, standby generators and auxiliary power equipment, pipes, valves, and related equipment
- Assists with the operation, maintenance, and repair of utility infrastructure and facilities including but not limited to: buildings, control rooms, block houses, meter pits, pump stations, well fields, pipes, valves, and related infrastructure.
- Operates emergency power generators, electrical switchgears, various industrial equipment, and may occasionally operate heavy equipment.
- Assists other departments within the Utility/Town as needed in order to develop and maintain positive working relationships
- Maintains a clean and safe work environment both internally and externally at all facilities and remote sites
- Analyzes, troubleshoots, and corrects problems; advising supervisors as necessary
- Uses personal experience and insight to identify areas of improvement; advising supervisors as necessary
- Assists with compliance matters relating to logs, files, records, and regulatory reports
- Responsible for ordering, scheduling, and receiving chemical deliveries
- Attends and participates in staff meetings, safety meetings, and training sessions
- Trains and mentors coworkers and employees from other divisions in order to share relevant information and skills.
- Required to drive throughout the service area
- Maintains and updates the distribution system fire hydrant flushing program and related records
- Assists in Utility/Town preparations for severe storms, hurricanes, and other emergencies and is considered an essential first responder following a major weather/emergency event
- Assists in post-storm damage assessment, clean-up, and repair
- Performs all other related duties as necessary and/or assigned

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## **EDUCATION / CERTIFICATION:**

- Graduation from high school or equivalent is required.
- Knowledge of Contact stabilization preferred, but not required.
- Knowledge of Reverse Osmosis and Nano Filtration preferred, but not required.
- A valid Florida driver's license is required.

## **EXPERIENCE:**

- One to three (1-3) years' responsible experience in Water Treatment is required.
  - One to three (1-3) years' responsible experience in Wastewater Treatment is required.
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## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn the duties and responsibilities of a certified water and wastewater operator.
- Ability to learn workplace safety issues such as hazardous chemical handling and proper emergency response and mitigation to exposure.
- Strong communication skills including written and verbal correspondence and report preparation.
- Ability to read, understand and comply with federal, state, and local regulations and operations and maintenance manuals.
- Ability to use a computer to create reports & tables, use e-mail, and navigate the intranet/internet.
- Ability to work cooperatively with utility staff, management and the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to work outside in non-air conditioned environments and in all types of weather conditions while performing job duties.
- Ability to work for long periods of time, walking and/or standing at least 75% of the time, and ability to concentrate.
- Ability to perform work effectively around moving mechanical equipment.
- Ability to bend or stoop repeatedly or continually over time to perform maintenance services, or perform related duties.
- Average, ordinary visual acuity necessary to prepare and inspect written documents or work products, and to operate machinery.
- Ability to effectively perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds / placards.
- Ability to effectively rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions.
- Ability to learn water/wastewater utility operations including procedures, methods, and materials used in water production.
- Ability to understand and perform basic math.
- Ability to learn to operate specialized computer systems used in water/wastewater production and distribution.
- Ability to manage multiple tasks simultaneously
- Ability to determine the best course of action in a variety of circumstances.

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## **WORKING CONDITIONS**

Must be able to work outside in all types of weather conditions while performing job duties; must be able to work with or near untreated raw sewage; must be able to work around loud noises, mechanical and electrical hazards, and chemical hazards; must be able to work within confined spaces routinely.

Must be able to work with physical dexterity, walking or standing for long periods of time; must be able to lift or move 50 pounds routinely, and up to 100 pounds on occasion; must be able to use sensory perception (sight, hearing, touch, smell) to help determine the nature of a situation and to help make operational decisions.