

## **DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed in an attempt to illustrate job functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.*

### **ADVERTISEMENT LANGUAGE:**

**WATER PLANT OPERATOR** - The South Martin Regional Utility, located in Hobe Sound, Florida is looking for a **WATER PLANT OPERATOR** to provide Water Plant Operator services to the South Martin Regional Utility under the supervision of the Chief Water Plant Operator. Position is classified as Hourly and Non- Exempt. Work in excess of 40 hours per week is likely. This is a skilled technical position responsible for operating and maintaining water treatment plants and water wells and producing safe drinking water in accordance with Federal and State regulatory requirements. Applied practical experience in water treatment facilities, infrastructure and equipment maintenance is preferred. Minimum Class "C" FDEP license. Job applications and the full job description are available online at <http://townofjupiterisland.com/employment-opportunities/>, or can be picked up at 2 Bridge Road, Jupiter Island/Hobe Sound, FL. Completed job applications should be mailed or delivered to 2 Bridge Road, Jupiter Island, FL 33455. Open until filled. South Martin Regional Utility is an Equal Opportunity Employer.

***SOUTH MARTIN REGIONAL UTILITY***  
***WATER PLANT OPERATOR***

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**DEPARTMENT: SMRU Water Division**

**CLASSIFICATION: Full-time**

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

**APPROVED:**

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**REPORTING RELATIONSHIPS**

Position Reports to: Chief Water Plant Operator

Positions Supervised: None

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**DISTINGUISHING FEATURES OF THE POSITION**

The Water Plant Operator is a skilled, technical position responsible for operating and maintaining water treatment plants, water wells, distribution sampling & flushing, and producing safe drinking water in accordance with Federal and State regulatory requirements. The Water Plant Operator is responsible for carrying out the day-to-day operation and maintenance duties of the water plant and providing assistance for the Division's projects and efforts.

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**DUTIES & RESPONSIBILITIES**

- Performs daily operations' duties as assigned by Chief Water Plant Operator for the Water Division, as well as for special projects.
- Collects water samples at various locations.
- Performs chemical tests and laboratory analysis of water samples.
- Performs lab equipment calibration.
- Operates, maintains, and repairs pumps, motors, and equipment.
- Takes readings of equipment settings and chemical levels, records data into computers.
- Monitors computerized display of plant operational status and water quality parameters.
- Adjusts valve and equipment settings which control chemical flows and mixing, as necessary.
- Maintains water reservoir levels, system pressures and industrial equipment.
- Prepares reports and logs for regulatory agency reports.
- Maintains a clean and safe physical environment in the plants and well fields.
- Responds to automatic system alarm calls after hours.
- Troubleshoots and corrects problems; advises supervisors as necessary.
- Maintains and updates distribution system fire hydrant flushing program and related records.
- Operates emergency power generators, electrical switchgears, and various industrial equipment.
- Provides advice and recommendations to supervisor.
- Assists other operators and supervisor with special projects as necessary.
- Assists other utility divisions as necessary.
- Assists in Town/SMRU preparations for severe storms, hurricanes and other weather emergencies and is considered an essential first responder following a major weather/emergency event.

- Assists in post-storm damage assessment, clean-up and repair.
- Drives throughout the service area.
- Trains and mentors other operators as needed.
- May be required to work all shifts including weekends, holidays, evenings and 24-hour emergency on-call.
- Performs related duties as necessary or assigned.

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**EDUCATION / CERTIFICATION / TRAINING:**

- Required: High School Diploma or equivalent education.
- Required: Educational training in water operations, water infrastructure management, equipment maintenance, facilities management, or fields related to the responsibilities of this position.
- Required: Water Plant Operator's Certification from FDEP, Class "C" minimum.
- This position may require use of personal or Town/Utility vehicles on Town/Utility business. Individuals must be physically capable of operating the vehicles safely and possess a valid Florida Driver's License.

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**EXPERIENCE**

- One to three (1-3) years responsible experience in a similar position and/or organization strongly preferred.
- Experience in Reverse Osmosis (RO), groundwater treatment, and wellfield maintenance is preferred.

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**KNOWLEDGE, SKILLS & ABILITIES**

- Ability to carry out the duties and responsibilities of a certified operator.
- Knowledge of water utility operations including procedures, methods and materials used in water production.
- Knowledge of the occupational hazards and safety precautions applicable to water production.
- Knowledge of workplace safety issues such as hazardous chemical handling and proper emergency response and mitigation to exposure by inhalation, ingestion, or penetration.
- Strong communication skills including written and verbal correspondence, including report preparation.
- Ability to read, understand and comply with federal, state, and local regulations and operations and maintenance manuals.
- Ability to maintain records and prepare clear and concise reports regarding plant operation.
- Ability to use computer to record data, create reports, tables, use email and the internet.
- Ability to work effectively with utility staff, management, and members of the general public.
- Ability to 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 operate specialized computer systems used in water production and distribution.
- Ability to work outside in non-air-conditioned environments and in all types of weather conditions while performing job duties.

- 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.

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## **WORKING CONDITIONS**

Potential for hazardous or unpleasant conditions exist. Work is predominantly outside in So. Florida weather with its extreme summer heat, rain, and often, tropical-force rain, winds, and flooding. May work with, or near chemicals (toxic and/or caustic). This position may be exposed to very loud noises, potential mechanical and electrical hazards, and hazardous confined spaces.

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## **PHYSICAL DEMANDS**

- Typically requires utilize arms, hands, and feet to walk, stand, reach, bend, squat, stoop, twist, kneel, climb ladders, and shovel dirt/sand/rock. pushing and /or pulling; must have sufficient strength and manual dexterity (moving more than one of your limbs simultaneously) to operate power equipment; must be able to lift up to 50 pounds and carry for short distances and perform various types of manual labor.
- Ability to work for long periods of time, walking & standing at least 75% of the time.
- Very Heavy Work – Exerts 50 to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or excess of 20 pounds of force constantly to move objects, such as removing manhole covers and lifting/moving maintenance equipment.
- Visual Acuity (which may be corrected) to read small print to prepare and inspect written documents or work products labels, instruction manuals or operate machinery and effectively perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds/placards.
- Hearing Acuity (which may be corrected) the ability to perceives speech and other environmental sounds at normal loudness levels and tolerate exposure to noisy conditions.
- Upper Body Mobility: Use hands and fingers to feel, grasp and manipulate small objects; manipulate fingers, twist and bend at wrists and elbows; extend arms to reach outward and upwards; use hands and arms to lift objects; turn, raise, and lower head.
- Ability to perform tasks requiring physical strength and endurance occasionally under adverse weather conditions.
- Ability to effectively rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions.