

**GRAYSON COUNTY WATER DISTRICT**  
**OPERATOR – WATER TREATMENT PLANT**

**OBJECTIVES**

- To provide efficient and quality operation and maintenance of the water treatment plant and assist in the distribution system, to maintain accurate records in accordance with established state and federal standards while working effectively and efficiently resulting in high morale and productivity.

**REPORTING RELATIONSHIPS**

- Reports to: Chief and/or the Assistant Chief Operator – Water Treatment Plant

**ESSENTIAL FUNCTIONS**

- Operates and maintains the water treatment plant in accordance with state and federal standards and as set forth in the water system's water treatment plant operation and maintenance manual.
- Performs analytical tests on a scheduled basis.
- Backwash filters as controls or turbidity dictates.
- Adjust chemical feed rates as need to optimize plant operations.
- Fill chemical feeders when necessary.
- Keep plant in a clean and orderly condition.
- Hose down basins as schedule dictates.
- Cut grass and maintain grounds and buildings as needed.
- May collect bacteriological and other required samples to be submitted to a testing laboratory.
- May collect chlorine samples as required in the distribution system.
- Assists in the preparation of monthly operating and all other required reports.

- Assists in operation, maintenance, and inspection of the distribution system.
- Maintains current knowledge of water lines in service and the correct procedures to back-feed lines during interruptions.
- Assumes responsibility for maintaining all tools, transportation, work equipment, and buildings assigned in a clean, neat, and safe working condition. Personally owned tools are subject to inspection and require replacement when necessary.
- Assists in answering customer after hour calls and dispatching crews as needed.
- Works according to safety rules and policies adopted by the Water District, is responsible for own safety and reports all accidents to supervisor.
- Complies with traffic laws, regulations, and safe practices while operating any company vehicles.

**IMPORTANT:** This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by the immediate supervisor and other management as required.

Grayson County Water District reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. The District Manager reserves the right to change job descriptions, job duties, or working schedules based on the needs of the Water District's and/or their duties to accommodate individuals with disabilities.

## **JOB SPECIFICATIONS**

### **POSITION: Operator - Water Treatment Plant**

#### **EDUCATION**

- High school graduate or equivalent, required.
- Class II-A or above Water Treatment Plant License required, or the ability to obtain license in first 3 years.

#### **EXPERIENCE**

- Three years experience in water treatment system operations and maintenance is desired.
- Experience in a position meeting and dealing with the public is desired.

#### **KNOWLEDGE**

- Must have the ability to gain knowledge of system and be able to use ESRI mapping system effectively.
- Must have the ability to gain knowledge of first aid and CPR and have successfully complete Standard First Aid Course and CPR courses.
- Must be willing to attend and travel to courses related to work.

#### **ABILITIES & SKILLS**

- Must have the mechanical ability to perform service, operations, and maintenance relating to the water treatment plant and distribution system.
- Must have keyboarding skills to access records on a PC quickly and efficiently.
- Experience with Microsoft office is desired.

#### **WORKING CONDITIONS**

- This position requires **varied working shifts and hours** for a 7-day's-a-week, 24-hour's-a-day operation.
- **Outside work in all types of weather.**
- **Must be able to work a 40-hour week plus additional time at night, weekends, and holidays.** Must be able to kneel, stoop, bend, and lift up to 50 pounds a day several times a day. Also, must have the ability to move 55-gallon drums around the loading dock and chemical feed room as needed.

#### **OTHER**

- Must have a valid driver's license.