



JOB DESCRIPTION

COMPANY: Newport Utilities

DATE CREATED: 03/2021

JOB TITLE: Water Treatment Plant Operator

GRADE LEVEL 10 **Exempt** **Non-Exempt** X

REPORTS TO: Water Treatment Plant Lead Operator

The Water Plant Operator performs all tasks necessary for the safe, efficient, and economic operation of the water treatment plant. This position is responsible for assuring that the operation of the water plant meets or exceeds all State and Federal rules and regulations. Public health and safety is paramount in the performance of these duties.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations and company policies and procedures.
- Comply with all applicable Tennessee Department of Environment & Conservation (TDEC) rules and regulations related to water treatment.
- Conduct process to treat raw water to produce a safe, pleasant, and adequate supply of water by adding chemicals in proper amounts to incoming river water, and adjusting raw water pumping rate.
- Regularly monitor plant performance, SCADA, process equipment, chemical feed equipment, monitoring equipment, flows and tank levels. Calibrate and adjust instrumentation and lab equipment as needed, to insure optimum operation of raw water pumps, treatment process, system flows, and tank levels.
- Collects water samples at prescribed intervals from the water plant and distribution system performing the required chemical and bacteriological analysis to insure water quality.
- Maintain accurate records and reports (i.e. monthly reports of operations, chemical usage).
- Calculate the rates at which chemicals are fed in to the system, adjusting dosages as necessary to the correct levels.
- Backwash filters.
- Maintain cleanliness of plant including washing laboratory equipment and cleaning floors.
- Mix solutions used to perform laboratory analysis.
- Perform maintenance as needed on plant equipment (e.g. chemical feed pumps and draining and cleaning clarifiers).
- Change charts on gauges as needed.
- Communicate effectively with other operators and supervisors using accurate and precise information related to chemical concentrations, measurements, pump operations, river levels, and tank levels.



- Monitor and report chemical and laboratory inventory shortages and work with Water Plant Lead Operator to order chemicals and supplies.
- Receive chemicals from delivery trucks by verifying product and offloading to appropriate storage tanks.
- Use tools and make mechanical repairs at the water plant.
- Monitor outage management system during night shift and dispatch information to workers on standby.
- Handle customer complaints and work through conflict resolution.
- Work overtime on short notice (e.g. emergency events or personnel absences)
- Regular and reliable attendance

MARGINAL JOB DUTIES & RESPONSIBILITIES:

- Perform light electrical maintenance.
- Perform light plumbing maintenance to include soldering copper tubes for water lines, and compressed air lines.
- Assist Distribution Crew in making repairs.
- Collect water samples.
- May conduct tours of the Water Treatment Plant for schools and various other community interest groups.
- Perform other duties as directed by supervisor.
- Fill-in shift rotation as required.

EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:

- High school diploma or GED Certificate.
- TDEC Class III Water Treatment Plant Operator Certification within 2 years of hire.
- TDEC Class IV Water Treatment Plant Operator Certification within 4 years of hire.
- Operate water treatment plant by following Standard Operating Procedures.
- Computer skills to complete time sheets, State and Pretreatment Reports and other electronic documents as required.
- Written language ability to perform employee evaluations and other documents as required.
- Mathematical ability to calculate data (addition, subtraction, multiplication, division and logarithms).
- Possess and maintain a valid Tennessee driver's license with CDL classification.
- Must be insurable as per NU's liability insurance provider requirements.
- A CDL Driver's License is required to drive large department trucks.



KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- Comply with all applicable safety, security and TDEC rules and regulations and company policies and procedures
- Wear all applicable Personal Protective Equipment as required
- Supervise and motivate employees
- Work alone on 12 hr. rotating shift
- Operate computers and use required software
- Committed to quality
- Problem solving abilities
- Team player with the ability to work alone or in a group

REVIEW OF PHYSICAL DEMANDS:

12. Frequently climb numerous stairways to access work area(s).Frequently work from a seated position to perform certain work duties listed above.
14. Occasionally climb and balance on stepladder to reach items out of normal reach.
15. Function in a variety of outdoor weather conditions.
16. Frequently reach with arms extended out for sustained periods of time in order to access computers and other equipment.
17. Good hand-eye coordination, including ability to grasp.
18. Auditory and verbal skills in order to communicate with administrators, staff, customers and vendors.

Please note this job description does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The State and other authorities often designate NU as an essential business during times of natural disasters, pandemics, or other unique situations. As such, all employees will continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis.

The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

SIGNATURES:

Employee _____

Supervisor _____

Department V.P. _____

Human Resources _____



NEWPORT UTILITIES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER