

## CITY OF RUGBY

**Job Description:** WATER PLANT OPERATOR 1

**Department:** Water Department

**Reports to:** Public Works Director

**Supervises:** N/A

**Definition:** Performs daily operations of the city's Water treatment plants to include optimizing complex treatment processes. Collects all samples required by state and federal regulations.

**Tools & Equipment Used:** Detection devices, phone, personal computer including word processing and other software, copy and fax machines.

### **Essential Functions of the Job:**

- Inspects, operates, and maintains the City's water treatment plants. Checks the operation of treatment filters, pumps, and water treatment equipment.
- Adjusts flow through the plants to maintain adequate water for peak demands, for fire protection, and for human consumption.
- Checks and adjusts various chemical feed equipment as needed.
- Read meters, gauges, charts, blueprints, and complex metering devices and interprets results.
- Performs control room duties, which include monitoring and dispatching for the City's distribution, wastewater lift stations, and plant computer system.
- Performs complex laboratory analysis of surface water and well water samples and interprets results so changes can be made if necessary.
- Performs or designs maintenance program for all plant equipment.
- Receives and handles various bulk amounts of chemicals needed for the treatment process.
- Daily checks pumps and records water usage.
- Does fluoride check of water, daily or every other day.
- Does nitrate and coliform bacteria tests as regulated by the State.
- Sends monthly water usage report and advises City on water usage and recommendation on water bans or restrictions.
- Cleans buildings.
- Orders fluoride when needed for system.
- Performs preventative maintenance and minor maintenance that is needed or has specialized person do work if it is required on the well.

### **Required Knowledge and Abilities:**

- Shift work may be required, and weekend work is required.
- Must possess North Dakota Class 1a or above Water Plant Operator Certification; if applicant hired and does not have a certification, they must obtain Class 1a certification within one year of employment.
- Must pass random drug screening test
- Possession of or the ability to obtain an appropriate valid North Dakota drivers license and a driving record, which meets current City auto liability insurance requirements.

- Considerable knowledge of the safe use of department equipment.
- Considerable knowledge of tools, methods, operations, and materials used in the utility maintenance department.
- Considerable knowledge of the occupational hazards and safety precautions necessary to perform all utility maintenance work.
- Knowledge of ND Dept of Health and County requirements and considerable knowledge of safe water laws as they pertain to the utility operations.
- Knowledge of City Ordinances as they pertain to the utility departments.
- Considerable skill in operating equipment for general maintenance work on the water and sewer systems.
- Ability to communicate orally and in writing.
- Ability to read and interpret technical manuals and to determine solutions to a variety of utility maintenance and repair problems.
- Considerable ability to perform water system maintenance and repair.
- Considerable ability to climb ladders and manipulate tools and objects requiring manual dexterity.
- Ability to read, write and understand English.
- Must be able to obtain, and be willing to obtain, North Dakota Class 1b and above Water Plant Operator Certifications as classes are available.

**Qualifications:**

- High School diploma or equivalent.
- A valid North Dakota Driver's License.

**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 frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- Must have the ability to climb a ladder to access the sewer control room to read meters and equipment.

**Work Environment:**

- 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 occasionally works in outside weather conditions.



- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.
- Must be able to work in areas with exposure to chemicals, and various environmental conditions such as dust, dirt, noise, disagreeable odors, and humidity.