

TOWN OF EXETER, NEW HAMPSHIRE

POSITION DESCRIPTION

Position Title: **Water Treatment Plant Operator**

Department: Public Works
835

Reports To: Plant Senior Operator

Date: April, 2022

GENERAL SUMMARY:

Under the direction of the Plant Senior Operator, performs technical and maintenance functions associated with water treatment facilities.

ESSENTIAL JOB FUNCTIONS*:

- Responsible for the efficient and effective operations of the surface water and groundwater treatment plants during an assigned shift.
- Maintains appropriate local, state and federal report forms in accordance with rules and statutes.
- Acquires appropriate water samples and conducts test procedures, as required.
- Monitors and adjusts control apparatus in accordance with appropriate procedures.
- Inspects plant equipment and machinery, making adjustments as needed and performs proper cleaning and maintenance tasks.
- Operates, calibrates, cleans, repairs and maintains analyzers including pH, turbidity, and chlorine.
- Runs tests on tap water to check pH acidity, turbidity, alkalinity, color, iron and manganese levels.
- Performs related tests at reservoir and river pump station or wells, as required.
- Adjusts levels of caustic soda, carbon, chlorine, poly-aluminum chloride, filter aid, potassium permanganate, zinc phosphate, ammonium sulfate, ferric chloride, as required by the appropriate procedure and within specified limits and conducts jar tests.
- Keeps detailed records of tests and graph recording consumption.
- Fills towers, backwashes, filters and controls the rate of water flow to and from treatment plants, as required by appropriate procedure.
- Responds to emergency calls and operates emergency generators at plants and pumping stations
- Receives and investigates customer calls regarding water related problems

OTHER DUTIES AND RESPONSIBILITIES:

- Operates hand and power tools.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

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PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- Duties require knowledge of water treatment systems and operations equivalent to completion of a high school diploma along with advanced courses from a two year college or technical school, and one to three years of related experience, or equivalent combination of education and experience. Current State of New Hampshire Water Works Operator Certification-Treatment Grade I with the ability to acquire a Grade II certification within 1 year.
- Valid NH Driver's License
- Ability to work with others.
- Ability to interact respectfully and tactfully with others.
- Ability to communicate effectively in writing and verbally.
- Ability to gain a working knowledge of all pertinent local, state and federal rules, regulations and procedures.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibility.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Performs work in a plant setting, as well as outdoors in extreme weather conditions.

Physical demands include standing, sitting, stooping, and walking at various times, the completion of manual labor tasks, lifting of heavy objects (above 25 lbs), and work around fumes, chemicals and toxic substances.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the American with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

Approved 4/20/22 (JP)