

**MAJOR FUNCTION**

This is specialized work in the operation and maintenance of water supply wells, water storage facilities, and emergency/stand-by electric power generators. Work is performed with minimum supervision by a Chief – Water Well Operations/Maintenance. Work is reviewed through inspections and by observing the effectiveness of water well and tank operations through the review of reports, SCADA information and test results. The employee is expected to thoroughly understand and put into practice fundamental and advanced theories of operation and maintenance of water supply wells, water treatment processes, water storage facility, and emergency/stand-by electric power generation.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Performs work as assigned by the Chief-Water Well Maintenance/Operations that includes but is not limited to: Ensures the adequate supply, availability and dosing of water treatment chemicals at each facility to maintain operation and compliance with State regulations. Monitors pumps, motors, equipment and appurtenances located at water treatment plants for proper and efficient operation. Monitor and check electrical controls, analyzers, sensors, SCADA communications, security systems and other electronic circuits. Inform Chiefs (in timely manner) that chemicals, equipment and/or maintenance is needed so that materials can be ordered, delivered and work scheduled, so as minimize interruptions to the operation of the facilities. Schedule, perform, document and track planned and unplanned maintenance activities for pumps, motors, controls, equipment and appurtenances. Ensure proper communication with Utility Control Center for maintenance activities and maintaining water system operation. Properly operate water system and treatment facility valves needed to isolate the wells, tanks, distribution system piping and/or equipment for maintenance, as needed. Read and record a variety of charts, meters, gauges, records, log sheets, and operating reports. Maintain daily records of equipment repairs, actively participate in developing preventive maintenance programs and oversee them through completion; Collect samples for laboratory analysis, ensure that proper collection methods, handling and chain of custody is followed. Participate in Emergency Operations during significant weather event or other major incidents. Participate in Environmental Management System (EMS) and ensure facilities are kept clean, orderly and safe.

**Other Important Duties**

May supervise the work of other Water Plant Operators (WPO-II, or lower). Read literature or attend training/ informational events to keep abreast of job specific and general knowledge in area of water production and storage. Perform stand-by/call back duty on a rotating schedule, as required. Assist in handling customer concerns related to water quality and water production facilities, as needed. Perform related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Advanced knowledge of methods, materials, equipment, and practices of modern water treatment. Advanced knowledge of hazards involved in water treatment and the safety requirements for handling chlorine gas and hydrofluorosilicic acid. Advanced knowledge of the rules, regulations, and public laws pertaining to water supply, treatment and storage. Advanced knowledge of the methods, practices, and procedures in the repair and maintenance of pumps, motors, valves, chlorinators, fluoride equipment, and other related equipment. Advanced knowledge of applied chemistry and mathematics related to water treatment. Must be in good physical condition and be able to safely

climb ladders, lift heavy objects (possibly exceeding 50-lbs), open/close large valve operators, and use tools with a high degree of dexterity.

Ability to prepare clear and concise reports. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and at least five (5) years of experience in the operation and maintenance of a public water system water treatment plant.

Necessary Special Requirements

Applicant must be at least 18 years of age at the time of appointment.

Must possess and maintain a Class "A" Water Treatment Plant Operator license, as currently outlined in Florida Administrative Code, Chapter 62.602-300 "Qualifications for Operator Licensure," as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

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