JOB DESCRIPTION

Carroll County Water District #1

System Operation/Maintenance Personnel

Scope of Work

The personnel in this position will perform work associated with the Operation and Maintenance of a Class III B water treatment plant and a Class II D water distribution system.

Essential Functions

1. Monitoring of gauges, flowmeters, charts, system control computer, etc.
2. Determine chemical feed rates and adjust chemical dosages.
3. Determine and maintain proper flow rates and in accordance with water consumption demand.
4. Maintain treatment records in accordance with state and federal regulations.
5. Collect representative water samples to be used by other agencies for water analysis testing for regulation compliance.
6. Ensures that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system.
7. Maintains all required records such as operating logs, chemical and repair part inventories, maintenance logs.
8. Performs routine preventive maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work and cleaning, lubricating and replacing equipment parts.
9. Perform building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
10. Collect water samples to monitor and analyze residuals for disinfection control when needed.
11. Become familiar with plant manuals such as maintenance, treatment and safety.
12. Promotes positive relationships and communicates effectively and courteously with co-workers, and outside plant associates.
13. Performs minor corrective maintenance on plant equipment.
14. Must become familiar with the rules, regulations and policies of the Water District.
15. Must be available for and willing to be on-call on a 24-hour basis. Normally this is a one week per month requirement.
16. Obtain a Class III B operators and Class II B distribution certification after meeting the minimum education and experience requirements set forth by the State Regulatory Agency.
17. Cooperate with other Operators during emergencies or as may be required to maintain quality service to Carroll County Water District #1 customers.
18. Assist the Field Supervisor in all areas as requested.
19. Read meters as assigned by the designated person in charge.
20. Performs other related duties required from time to time.

Knowledge, Skills, and Abilities

1. Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
2. Ability to communicate courteously and professionally to reflect a positive image of Carroll County Water District #1.
3. Ability to express self logically and concisely in both oral and written form.
4. Ability to access and interact with computer control systems.
5. Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature.
6. Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
7. Ability to work independently and efficiently.
8. Ability to adjust work schedule to perform necessary duties.
9. Ability to handle confidential matter.
10. Ability to understand basic math and chemistry and being able to apply the knowledge to the water treatment process.
11. Ability to understand mechanical problems and equipment.
12. Ability to use common hand tools and other related equipment.

Typical Physical/Mental/Environmental Demands

1. Must be able to work in all weather extremes to accomplish needed tasks. Must be available 24 hrs/day and 7 day/week unless on approved leave.
2. Requires periodic lifting of 50 pound chemical containers. Occasionally, maintenance may require lifting of approximately 75 pounds.
3. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
4. On a daily basis, requires the ability to work as a team player, courteously and respectably with co-workers in a close working environment.
5. Must enter confined space areas such as manholes, vaults, and reservoirs.
6. May be subject to noise and chemical vapor. Must work with hazardous chemicals in a liquid, vapor or solid form.

Supervision

1. The Maintenance Personnel are under the general supervision of the Field Supervisor or in his absence the General Manager.
2. The Maintenance Personnel are responsible to assist in the day-to-day operation of the water treatment plant.
3. Guidelines for daily work may consist of operations, equipment and safety manuals, EPA rulings, and state and local regulations.

Education and Experience

1. High school diploma or equivalent.

2. Valid operating driver license and commercial driver license.
3. Must be a Certified Class III B Treatment Plant Operator and Class II D Distribution Operator as a minimum.

Knowledge of Equipment

Computers	Vehicles	Multimeters	Telephone
Two-Way Radio	Fork Lift	Calculators	Pumps
Personal Protective Equipment	Lab Equipment	Hand Tools	Generators
Chemical Feeders	Chemical Analyzers	Monitoring Equipment	Excavating Equipment

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.