

JOB DESCRIPTION: DUAL LICENSED OPERATOR (Part-Time)

The Taylor Coastal Water & Sewer District requires staffing for a Class “C” water plant and is required to employ or contract with a Water Operator having a Class “C” or higher certification. Currently, an Operator must staff the Water Treatment Plant six (6) days per week at 0.3 hours per day. The Water Operator is responsible to ensure that all daily operational and maintenance duties performed on the water system are in compliance with Federal and State regulations as well as any District policies pertaining to potable water systems.

To perform a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of the wastewater treatment facilities and systems per Federal and State quality standards and requirements. Employee may be required to perform emergency calls and service after regular hours and on holidays.

This position reports to Field Manager and must be available 24-Hours per Day.

Position Objective

To perform a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of the water treatment plant and wastewater treatment plant, equipment and distribution systems per Federal and State quality standards and requirements. The Operator will be required to perform emergency calls and service after regular hours and on holidays.

Duties and Responsibilities

PLANT/OPERATIONS

- Monitors the performance of all equipment and electrical systems in the treatment plant and booster station
- Records statistical data concerning plant operations
- Maintains, operates, repairs and replaces equipment as necessary including pumps, gauges, meters, chlorinators, and all other plant controls and equipment
- Maintains, modifies or assists in repairs of instrumentation and other water quality monitoring equipment
- Maintains log of operations according to prescribed procedures and requirements and prepares necessary reports for FDEP, Federal agencies and local entities as required
- Mow/Bush Hog Spray Field
- Weekend Tank CL2 Pump Readings
- Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations
- Records statistical data concerning plant operations
- Maintains, operates, repairs and replaces equipment as necessary including inspecting, oiling and adjusting motors, pumps, screens, gauges, meters, chlorinators, and other controls and equipment; changing filters
- Maintains repair of malfunctions at the wastewater treatment plant
- Maintains, modifies or assists in repairs of instrumentation and control equipment including recorders, flow meter and other water quality monitoring equipment
- Operates and maintains sewage pump stations
- Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process

LABORATORY OPERATIONS

- Maintains accurate records of analyses and test results
- Evaluates data and writes reports as required
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of water or wastewater required in accordance with Local, State, and Federal requirements
- Performs quality control tests on lab equipment
- Evaluates procedures and results for accuracy and determines appropriate methods
- Maintains accurate records of analyses and test results
- Evaluates data and writes reports as required
- Gathers and tests wastewater samples for plant efficiency reports as required in accordance with Local, State and Federal requirements
- Performs quality control tests on lab equipment and lab analyses

- Closely observe physical condition of sewage under treatment for proper temperatures, color and odor and add required chemicals/treatment as needed
- Evaluates procedures and results for accuracy and determines appropriate methods
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GENERAL

- Maintains drawings and schematics of electrical and other systems in the treatment plant
- Provides back-up to related positions
- Assists in plant maintenance functions such as painting, cleaning, inspecting, etc.
- Assure maintenance of grounds of plant and booster stations
- Maintains sufficient inventory for daily operations, maintenance and emergencies
- Meter Readings
- Meter Installations and/or Repairs
- Maintain Inventory
- Complete Work Orders
- Operate Backhoe
- Trash pickup and hauling
- Assures that plant operates within required standards
- Maintains log of operations according to prescribed procedures and requirements and prepares necessary reports for FDEP
- Maintains drawings and schematics of electrical and other systems in the treatment plant
- Monitors performance of electrical systems, circuits or equipment of the treatment plant
- Provides back-up to related positions
- Assists in plant maintenance functions such as painting, cleaning, inspecting, etc.
- Maintain grounds of plant and lift stations
- Other duties as assigned or apparent

Essential Knowledge, Skills and Abilities

Communications:

- Must have the ability to actively listen to others for understanding of their needs and situations (ability to speak and write English clearly)
- Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient.
- Must have the ability to understand and carry out written and oral instructions.
- Must be able to read and understand laboratory tests conducted in/for a water treatment facility.

Decision Making:

- Must act in a decisive manner, using good judgment, in routine and emergency situations
- Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives
- Must be able to effectively interpret the policies and objectives of the department

Interpersonal Relationships:

- Must be consistent in dealing with people
- Must be sensitive to others problems and concerns without direct involvement
- Must exclude personal biases from work performance
- Must have the ability to accept criticism and/or discipline
- Must have tact and diplomacy
- Must strive to promote a cooperative atmosphere in the department
- Strive to maintain a positive attitude
- Must be able to maintain cooperative working relationships with employees, various organizations and the public
- Must have the ability to work safely

Professional Attitude:

- Must have commitment to the District; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence
- Must represent the District to other agencies staff and citizens with a courteous, helpful accurate and business-like attitude in all telephone and personal contact

Quality of Work:

- Must be able to produce quality, accurate work
- Must be able to detect and correct errors
- Must be able to utilize work time properly and productively

Technical Knowledge:

- Must have skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools used in water treatment, and of maintenance procedures for such equipment
- Must have knowledge of the chemical and physical process involved in the treatment of water and the compiling of lab reports
- Must have knowledge of Federal, State and local laws, statutes and ordinances pertaining to water treatment plant operation and distribution system
- Must have knowledge of the occupational hazards connected with plant operations and of necessary safety precautions

Physical Abilities:

- Must have the ability to read and discern visual images on a variety of media
- Must be willing to use a shovel, common hand and power tools, wrenches, detection devices, communication devices, calculator and a variety of lab equipment

Other:

- Must have a valid Florida Driver's License
- Must have own transportation

In addition to plant operation and maintenance, specific duties may include, but are not limited to:

Flush hydrant monthly exercise/service
Meter tests in field/shop
Water meter installations/disconnects/reconnects
Landscaping of WWTP, WTP and District Office
Transportation of samples to Lab
Inventory
Janitorial maintenance of WTP
Line locates
Purchasing