



Job Description

Lead Water Treatment Operator

Pay Grade: G08

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of three (3) years of related experience.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Utility Services.

Direct Supervisor: Water Operations Supervisor.

Supervisory Responsibility: Direct (4); Indirect (x)

Primary Work Location: Work is performed indoors and outdoors.

Certification: Valid State of Florida driver's license, State of Florida Class "B" Water Treatment Plant Operators Certification, and possession of a certification in Back-flow Prevention and Cross Connection Control from an accredited agency.

Job Summary: Supervisory and technical work in the operation and maintenance of a water supply system. Work is performed under the general supervision of the Water Operations Supervisor.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Participate in activities necessary to maintain adequate water supply levels and pressures.
- Participate in safe and effective treatment, disinfection, and distribution of water.
- Participate in testing and treatment for sterilization of wells, mains, and storage tanks.
- Coordinate and perform water sampling procedures to include performing routine tests and sample collection to determine water quality and treatment effectiveness.
- Make regular inspections of supply facilities.
- Participate in performing preventive maintenance and repairs on pumps, motors, chemical feed equipment, and other electrical and mechanical equipment.
- Participate in testing backflow prevention devices.
- Participate in inspections to determine compliance with City ordinances and other laws and regulations concerning cross connection control.
- Participate in administering the cross-connection control program for the City.
- Participate in administering the valve exercise program for the City.
- Assist in preparing and submitting various regulatory reports as required.
- Assist in preparing written and verbal reports.
- Assist in training, supervising, and evaluating employees.
- Relieve operators and/or trainees when necessary.
- Maintain required certifications and continuing education.
- Operate a motor vehicle.
- Performs skilled installation, maintenance and repair of pumps and associated machinery, equipment and electrical components used in water and wastewater distribution systems.
- Maintenance of backup power and auxiliary power systems (generators, UPSs, and automatic transfer switches)



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- Participates in the construction and maintenance of potable water and wastewater related components and facilities; prepares documentation and related correspondence.
- Participates in the maintenance of plant, lift station and pump station equipment and components parts.
- Serve in capacity of Water Operations Supervisor in Supervisor's absence.
- Perform related duties as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Specific department methods.
- SCADA and its operation.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Work independently.
- Work rotating shifts, including nights, weekends, and holidays.
- Make and maintain records and reports.
- Read and interpret technical reports.
- Take and interpret field water quality tests.
- Take and interpret back-flow device tests.
- Work in confined spaces.
- Requires a strong sense of smell.
- Works in extreme weather conditions. May encounter noise, dust, chemicals, grease or oils, electrical energy, radiant energy, vibrations, poor lighting, moving objects, and slippery or uneven surfaces.
- May require work with ladders or scaffolding, in and around moving objects, heights up to 150 feet, below ground level - 10 feet, and working closely with others.

Physical Demands

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The following physical abilities are required:



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- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.



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- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date