



Job Description

Water Treatment Operator Assistant

Pay Grade: G04

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: N/A

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

Department: Public Works & Utilities Services.

Direct Supervisor: Lead Water Treatment Operator.

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

Primary Work Location: Work is performed indoors and outdoors.

Certification: Valid State of Florida driver's license, Obtain State of Florida Class "C" Water Treatment Plant Operators Certification, and obtain certification in Back-flow Tester from an accredited agency within 24 months of hire.

Job Summary: This is an entry-level classification in which incumbents learn the skills required to perform semi-skilled work in operating treatment plant machines and equipment to purify and clarify water for human consumption. Water Treatment Operator Assistants demonstrate the ability to perform assigned essential functions and duties in preparation for advancement to Water Treatment Operator C.

Essential Job Functions

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

- Responsible for acquiring the necessary skills required to function as a licensed operator through on the job training, classroom training, and passing the state certification exam; all while assisting licensed operators in the performance of job duties.
- Responsible for operating, monitoring, and maintaining water system components to provide clean safe drinking water which meets stringent local state and federal standards.
- Collect samples, test water, and interpret results to measure and maintain water quality by adjusting treatment techniques and chemical feed dosages.
- Observe and maintain system components including aerator pump motor, electrical systems, buildings and grounds fire hydrants, valves meters, gauges backflow devices, and distribution system lines.
- Read meter gauges and hour clocks to measure, regulate, and record flow rates and volumes.
- Test backflow devices and communicate with customers to arrange needed repair/replacement, record results.
- Maintain water system facility sites.
- Utilize SCADA and computer software programs to monitor and control system components.
- Exercise valves in accordance with plan and record data.
- Record data such as residual content of chemicals, water turbidity, and water pressure.
- Enter data for reports and regulatory compliance.
- Work professionally with customers providing good customer service.



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- Assist with inspections to determine compliance with City ordinances and other laws and regulations concerning cross connection control.
- Operate a motor vehicle.
- Perform other job duties as assigned.

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

- Public relations and customer service.
- Written and oral communications for both administrative and technical purposes.
- 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 and back-flow tests.
- Work in confined spaces.
- Work in all weather conditions and 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:

- 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.



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- 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.
- 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.



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**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