

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** WATER TREATMENT PLANT OPERATOR I

**Department:** Public Works Water Treatment Team

**Job Code:** 7041

**Grade:** I11

**Exempt Status:** Non-Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general direction of the Team Leader II, is responsible for the operation of the Water Treatment Plant. Duties include ensuring the proper operation of the plant. Responsibilities consist of the delivery of safe drinking water that meets quality standards at the Federal and State regulatory agencies and of the Utilities Division to residential and commercial users in the service area. Work is reviewed through observation and verbal or written reports for adherence to established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Performs chemical tests and laboratory analysis of water to ensure quality; also performs lab equipment calibration and the mixing and feeding of treatment chemicals.
2. Maintains water reservoir levels, system pressure; industrial equipment; charts, meters and physical plant security.
3. Operates emergency power generators, electrical switchgears, and various industrial equipments.
4. Prepares reports and logs regarding the quality of water for regulatory agencies and city records; records equipment malfunctions.
5. Responds to questions from the public; handles citizens' complaints; calls emergency personnel as needed.
6. Performs general housekeeping duties and yard work as required.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from

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assigning specific duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or equivalent; supplemented by two (2) years experience in a related field or any equivalent combination of training and experience.

Must possess the State of Florida Department of Professional Regulation Drinking Water "C" Treatment Plant Operator License.

Must possess a valid Florida Driver's License.

**B. Knowledge, Abilities, and Skills:**

Knowledge of basic water production, distribution methods and procedures, equipment and materials used in water treatment.

Knowledge of the occupational hazards and the safety precautions associated with water treatment.

Knowledge of basic computer skills for reporting documents.

Ability to maintain records and prepare clear and concise reports regarding plant operation.

Ability to communicate effectively, orally and in writing.

Ability to establish effective working relationships dealing with employees, superiors and the general public demonstrating a courteous and concise manner.

Skill in the use of computer systems used in water production and distribution.

**C. Physical Requirements:**

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, reaching, stooping, working in confined spaces, and lifting or carrying moderately heavy (25-50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, with associated equipment.

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**D. Environmental Requirements:**

Task requires that work be performed in adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires taste perception and discrimination.

Task requires odor perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee