

# *Lower Bucks County Joint Municipal Authority*

## **JOB DESCRIPTION Water Treatment Plant Operator**

### **Summary**

Performs duties necessary for the required operation and performance of the Authority Water Treatment Plant.

Work is supervised by the Water Treatment Plant Superintendent, Asst. Superintendent or as designated by the Managing Director. Assignments are carried out in accordance with established policies and procedures. Duties must be performed with accuracy, confidentiality, discretion, tact, patience, and the ability to accomplish varied tasks based on the work required.

### **Duties include but are not limited to:**

- Operates treatment facilities to control flow and processing of water and sludge.
- Makes recommendations to Plant Superintendent and/or Assistant Superintendent regarding plant performance and operations.
- Monitors gauges, meters and control panels.
- Observes variations in operating conditions and interprets meter and gauge readings and test results to determine processing requirements.
- Operates valves and gates either manually or by remote control; starts and stops pumps, engines, and generators to control and adjust flow and treatment processes.
- Determines site and causes of any operation malfunctions and rectifies where possible or presents for maintenance scheduling upon approval of the Superintendent and/or Assistant Superintendent.
- Maintains and evaluates operating records and shift logs.
- Follows written standard operating procedures (SOPs) for all areas of operation including seasonal changes and emergency procedures under the supervision of the Plant Superintendent and/or Assistant Superintendent.
- Collects samples and performs process laboratory testing as required.
- Assist in preparation of various operating reports as required.
- Performs various housekeeping functions, such as miscellaneous cleaning, painting, and general equipment maintenance.
- Performs other duties as directed by Management.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge & comprehension of English grammar to communicate clearly and effectively orally and in writing.
- Working knowledge of Water Treatment Plant machinery and equipment.
- Ability to make mathematical computations and proofread for accuracy rapidly.
- Ability to use computers and electronic communication devices in the course of the work.
- Must have knowledge of occupational hazards, including but not limited to mechanical and electrical hazards, and company and industry safety standards.
- Ability to read & understand blueprints / drawings / schematics / parts manuals as required.
- Ability to establish and maintain effective working relations with co-workers, associates, customers, vendors, and officials.
- Ability to adjust to situations involving evaluation of information against measurable criteria.

# *Lower Bucks County Joint Municipal Authority*

## **JOB DESCRIPTION Water Treatment Plant Operator**

- Ability to organize, prioritize and complete work duties independently, solve practical problems, react promptly and efficiently in daily duties as well as in emergencies in a manner which ensures smooth processing and accomplishment of various duties/tasks to meet deadlines.
- Must have the strength and endurance to lift heavy objects and work in adverse weather conditions with potential exposure to fumes, odors, dust, and risk of bodily injury.
- Must possess ordinary ambulatory skills; and the ability to drive, stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) medium to heavy weights of 50 to 75 pounds.
- Must possess good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard and the ability to sit, reach with hands and arms, talk, and hear.

### **Required Education and Training/ Experience:**

- Equivalent to graduation from the twelfth grade or equivalent training and experience.
- Experience with computer programs including but not limited to Office 365, Microsoft Word and Microsoft Excel, preferred.
- Previous experience in Water Treatment Plant maintenance is desirable.
- Completion of an operator training course.
- Experience with basic business practices.
- PADEP Water System operator license with class A & E and the required subclasses for the LBCJMA Water System is desirable.
- Must possess and maintain a valid US Driver's License.