

# Water & Wastewater Plant Operator

## City of Bowling Green Florida

### DESCRIPTION    **WORK OBJECTIVE**

To perform and oversee the skilled work required to maintain the proper operation of water plant and system facility to meet regulatory permit compliance. The operator ensures all proper plant operations by performing duties, observing work quality, and instructing team members work at the water treatment facility. Work involves the effective and efficient operation of the water facility in accordance with City and regulatory agency guidelines. The individual has primary responsibility for the operational control and maintenance of the water treatment new nano system and responsibility for the maintenance of facilities equipment. Work is reviewed through reports, observation and results obtained.

### **ESSENTIAL FUNCTIONS**

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Ensures the proper operation of all water & wastewater treatment facilities processes and facilities to include all wells, stations, and industrial pretreatment monitoring.
- Inspects, organizes, and verifies the proper operation of all facilities equipment.
- Schedules and coordinates maintenance and repairs of facilities equipment and structures.
- Evaluates laboratory results and processes control tests to determine if the proper operations of processes are being maintained.
- Maintains and schedules proper facility coverage as required by facility permit requirements. In the event of insufficient coverage, the operator is responsible for providing on-site coverage.
- Keeps records of all treatment facilities operational parameters. Maintains records pertaining to the facilities operations and permit compliance.
- Prepares required reports and summary sheets that are sent to regulatory agencies regarding the operation of the facilities.
- Facilitates and recommends employee training in the correct operation and maintenance procedures of the

various facilities processes, equipment and safety procedures.

- Performs plant checks to confirm treatment staffs at the facilities are completing assigned work in compliance with established guidelines and regulations.
- Verifies proper operation and maintenance of irrigation and other systems for effluent disposal.
- Willing and able to answer/respond to all types of emergency and trouble calls during hours not normally worked that deal with operational problems to assure smooth water facilities operations continually.
- Performs any necessary clerical work for purchases, repairs, and project reports as needed.
- Performs other assigned duties as required.

### **MINIMUM QUALIFICATIONS**

- Possess a valid Class 'C' Florida Water & Wastewater Plant Operator's Certification and a minimum of 3 years' water/wastewater experience is preferred.
- 3 years of lead operator or team lead experience is preferred
- Possess an acceptable Florida Class E Driver's License.

Exceptions to the minimum qualifications must be reviewed and approved by the City Manager prior to job offer.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern methods of advanced water treatment, Knowledge of the nano filtering system is preferred.
- Knowledge of the mechanical, biological, chemical, and physical characteristics of water % wastewater treatment.
- Knowledge of the occupational hazards and safety precautions of the work.
- Ability to read, record, and interpret meters, charts, graphs, drawings, plans, laboratory reports, operation and maintenance manuals, etc. Ability to troubleshoot the process and equipment used in these programs.
- Ability to analyze basic mechanical and electrical problems and take proper corrective action.
- Ability to instruct, train, coordinate, and review the activities of subordinates to ensure proper procedures. Ability to give effective oral and written instructions.
- Ability to establish and maintain effective professional working relationships with citizens, vendors, peers, and management.
- Physical strength and agility sufficient to do strenuous tasks under varying weather conditions. Intermediate knowledge of PC computers and software programs such as SCADA, Excel and Word used by the City.
- Proper use and operation of basic hand and power tools.

### **PHYSICAL REQUIREMENTS**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or

crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **ENVIRONMENTAL REQUIREMENTS**

Tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for prolonged exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and adherence to established safety precautions is essential in avoidance of injury or accidents.

The City of Bowling Green is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Bowling Green provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **SALARY**

This is a fulltime position and salary will depend on qualifications.

## **APPLICATION PROCESS**

Please submit a cover letter, resume and 5 professional references, copy of your license to City Manager Bill Lawrence at [WLawrence@bowlinggreenfl.org](mailto:WLawrence@bowlinggreenfl.org) or mail to the City of Bowling Green, PO Box 608, Bowling Green FL. 33834 attention City Manager. . Resume close out is Friday January 17<sup>th</sup>.