



DEPARTMENT OF HUMAN RESOURCES  
CITY & SCHOOLS

CITY OF STAUNTON  
POSITION DESCRIPTION

|                                                       |                                          |
|-------------------------------------------------------|------------------------------------------|
| <b>JOB TITLE:</b> Treatment Plant Operator IV         | <b>DEPARTMENT:</b> Public Works          |
| <b>IMMEDIATE SUPERVISOR:</b> Utilities Superintendent | <b>GRADE/RANK:</b> Grade 9               |
|                                                       | <b>FLSA/ESSENTIAL STATUS:</b> Non-exempt |

**GENERAL DEFINITION AND PURPOSE OF WORK:**

Position performs semi-skilled work in the operation and maintenance of water treatment equipment and plant in accordance with State and Federal water quality regulations.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Operates pumps, controls, chlorinators, fluoridators, chemical feeders, filters, mixers, electric motors, and other related plant equipment;
- Collects and tests physical, chemical, and bacteriological samples; records applicable and pertinent data; and completes appropriate testing logs, records, reports, and forms;
- Adjusts valves and controls to maintain appropriate treatment processes;
- Adds or adjusts chemicals to maintain appropriate treatment processes;
- Makes periodic inspection rounds of plant to check status and condition of various structures, equipment, and grounds including, but not limited to, buildings, basins, tanks, pipes, pumps, filters, mixers, meters, gauges; lighting, and related items or features;
- Cleans, paints, washes, mows, repairs, and maintains plant, equipment, and grounds;
- Maintains logs, records, reports, and forms of plant operations, maintenance, and repairs;

- Utilizes SCADA system to monitor plant and facility operations;
- Notifies supervisor when chemicals, parts, and supplies are low and need to be ordered;
- Monitors security camera system and reports suspicious activity to higher supervision;
- Serves as emergency after-hours call center dispatcher for Public Works; receiving and logging calls, contacting on-call personnel, contacting VA811, and communicating with higher supervision when required or necessary;
- Performs snow and ice removal as required or assigned and;
- Performs related tasks as required or assigned.

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

- Basic knowledge of repairing, lubricating, and maintaining mechanical equipment;
- Basic knowledge of standards, practices, and methods used in water treatment operations;
- Basic knowledge of occupational and safety hazards, precautions, and procedures;
- Basic skill with hand tools, power tools, and machinery;
- Ability to service, maintain, repair, and adjust pumps, controls, chlorinators, fluoridators, chemical feeders, filters, mixers, gauges, motors, and other related plant equipment;
- Ability to check the operation of equipment and to detect defects in operation;
- Ability to take accurate readings, record data, and make arithmetical computations and;
- Ability to enter, review, retrieve, print, record, and analyze data in computer databases.

#### **QUALIFICATIONS/EDUCATION AND EXPERIENCE:**

Position requires any combination of education and experience equivalent to graduation from high school and some experience in mechanical maintenance work.

#### **SPECIAL REQUIREMENTS:**

Position requires possession of a current and valid Class IV Waterworks License from Department of Professional and Occupational Regulatory (DPOR) Board of Virginia or works as an unlicensed apprentice operator provided that a Class IV license is obtained within 18 months of hire. Position requires working 12-hour shifts including nights, weekends, and holidays. Position requires valid Virginia driver's license and good driving record in accordance with City standards. Position is subject to pre-employment physical, drug test, driving record review, and criminal background review. Position is subject to random drug and alcohol testing. Position requires the ability to enter confined spaces and to work in and around potentially hazardous areas such as manholes, vaults, basins, chemical rooms, catwalks, and areas of untreated sewage.

#### **PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:**

Position requires mostly light duty office work, but also requires physical work for the exertion of

up to 25 pounds of force occasionally to lift or move objects. Work requires walking, reaching, grasping, climbing, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed and/or important instructions to others accurately. Hearing is required to receive information at normal spoken word levels; to receive detailed information through oral communications; and to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data; determining the accuracy and thoroughness of work; and observing general surroundings and activities. Work is subject to adverse environmental conditions including extreme cold, extreme heat, rain, snow, ice, noise, vibrations, and related hazards. Work is subject to potential exposure to hazardous and non-hazardous chemicals.

**ADA:**

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

**SUPERVISORY RESPONSIBILITIES:**

Position is under supervision of Chief Operator and does not have supervisory responsibilities.

**EXAMPLES OF EXPECTED DECISION MAKING:**

Position identifies plant production or water quality problems through routine inspections and testing and communicates issues to higher supervision for taking corrective actions.

**This job description in no way states or implies that these are the only duties to be performed by this employee. The Treatment Plant Operator IV will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.**

**EVALUATION:**

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

**Approved by:** Director of Public Works and Chief Human Resources Officer

**Revised Date:** 2019