

JOB DESCRIPTION

Position Title: Water Treatment Plant Operator, Operator in Training (OIT)

Department: Water

Supervised by: Water Treatment Plant Supervisor / Class 2 Operator

General Description of Work

Responsible for the operation and maintenance of the water treatment and distribution systems owned and operated by the City of Romney. Ensures that the system is operating sufficiently to supply the flow of potable water needed on a daily basis. Inspects treatment facilities and distribution system on a regular basis. Is responsible for complying with all federal, state and local regulations. Possible exposure to fumes, odors, dust, toxic conditions and risk of injury. Work is reviewed directly by the Water Treatment Plant Supervisor.

Duties

Primary responsibility is the operation and maintenance of the water treatment plant and distribution system. Maintains records of plant operations and maintenance as well as maintaining valves, pumps and water meters. Other duties include mowing grass, intake maintenance, reading water meters, and all other general maintenance of the treatment plant and distribution system. Assists other personnel in the operation of the treatment and distribution system. Does any additional work that may be required or requested by supervisor.

Skills, Knowledge, and Abilities

Possesses the ability to work and communicate with other city employees and the public. Has the ability to read and understand technical instructional manuals, diagrams and maps. Possesses some mechanical and electrical skills; and is in good health and physical condition.

Education

High School Diploma or G.E.D. equivalent.

Other Requirements

Possess a valid Drivers License. Ability to work in inclement conditions, and be available to be On-Call as needed. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Supervisor: _____ Date: _____

Employee: _____ Date: _____