

THE CITY OF UMATILLA

**JOB TITLE: WATER LEAD OPERATOR
DUAL CERTIFICATION IS A PLUS**

CLASSIFICATION: LEVEL 4

DEPARTMENT: UTILITIES

Pay Grade \$16.00 - \$20.00

STATUS: Open until filled

JOB CHARACTERISTICS

Under general supervision, functions in a lead capacity to perform supervisory work, assisting and directing the activities involving the operation and maintenance of water or wastewater treatment plant facilities. Work is performed with considerable independence and initiative within established policies and procedures. This position is supervisory in nature and recommendations on subordinate personnel decisions, including hiring and firing, carry particular weight in the decision-making process.

EXAMPLES OF MACHINES, TOOLS AND EQUIPMENT USED

Chemicals such as chlorine and polymer for wastewater and chlorine and fluoride for water; motors; pumps; valves; gauges; lawn mower; various hand tools and equipment; various custodial tools and equipment; heavy equipment such as tractors, trucks, loaders (Wastewater-screw press).

SUPERVISION RECEIVED - Utility Manager

ESSENTIAL JOB FUNCTIONS

- Oversees and supervises personnel involved in the operation and maintenance of water or wastewater treatment plant facilities;
- Conducts performance evaluations on subordinate personnel;
- Modifies or adjusts work methods, assignments, crew sizes;
- Keeps time and material records;
- Trains and instructs subordinates;
- Operates and maintains valves, gates, pumps, engines, generators and other equipment;
- Repairs mechanical equipment, electrical panels, wells, high service pumps, PLC's and various machinery;
- Monitors, interprets and records gauges, meters and control panels;
- Extracts samples and performs tests to determine processing requirements;
- Makes necessary adjustments to chlorinators and other machinery and equipment;
- Assists in the formulation of departmental policies and procedures, including standard operating procedures and safety procedures;
- Prepares, maintains and submits records and reports;
- Prepares and submits departmental forms such as DEP, HRS, EPA;
- Assists the Utility Director in overseeing and supervising the day to day operational aspects of the water/waste water plants, as needed;
- Performs general maintenance and labor work such as mowing, cleaning, laying pipe and concrete, painting;
- Performs other related duties as required;
- Wastewater Department - drives and operates sludge truck.
- Work on call, including nights, weekends and holidays if required;
- Assists in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster, as needed.

REQUIREMENTS:

Knowledge, Abilities and Skills - Knowledge of water or wastewater treatment plant operation; knowledge of the occupational hazards involved in treatment and disposal; knowledge of the repair and maintenance of pumps and related equipment; knowledge of basic chemistry and mathematics as they relate to treatment plant operation.

Ability to demonstrate a thorough working knowledge of plant layout, processes and operational control; ability to maintain accurate records; ability to plan, assign and oversee the work of others; ability to inspect and repair mechanical equipment and machinery; ability to read meters and charts accurately; ability to work on call, including nights, weekends and holidays if required.

Skilled in mechanical repair.

Physical Demands - This is moderately heavy work most of the working time. Requires frequent walking; frequent standing, climbing, stooping, reaching, bending; lifting 50+ pounds, carrying/pushing/pulling 50+ pounds; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech; working in adverse environmental conditions (heat, cold, rain, etc.); regular driving and operation of assigned equipment.

Minimum Qualifications - High School Diploma or recognized equivalent; Class "C" Water Treatment Operator's Certificate issued by the State of Florida supplemented by three (3) to four (4) years progressively responsible experience in water and/or wastewater plant operations, Valid Florida Driver's required; Class "C" Wastewater Collection Certification; Backflow Tester and Repair Certifications desired or the ability to obtain when required.

*Note: Job Descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*