

Water Plant Lead Operator

CITY OF BUTLER

PUBLIC WORKS/WATER PLANT

Class specifications are intended to describe the general nature and level of work being performed by the employee in this job. Specifications are not intended to reflect all responsibilities, duties, and skills required of a person in this job.

POSITION SUMMARY:

Under the supervision of the City of Butler Public Works Director, the Water Plant Lead Operator, is a non-exempt position under FLSA which performs skilled and semi-skilled work maintaining, repairing, and operating the Water Treatment facility, This employee should possess a strong mechanical aptitude, the ability to operate equipment and tools, capable of following written and oral instructions, and strong record keeping skills.

ESSENTIAL FUNCTIONS:

- Operates various types of power drawn pumps, operating equipment, and related machinery;
- Checks water levels;
- Maintains flow into chemical feed equipment;
- Tests for alkalinity, turbidity, chlorine content, pH, hardness, calcium content and records results;
- Record Keeping
- Keeps equipment and facility clean and in working order;
- Capable of being on call for emergencies;
- Supervisory skills;
- Budgetary responsibilities;
- Prepares and submits Local, State and Federal records.
- Maintains a safe work environment for self and co-workers
- Promotes growth and development of subordinates with on the job training and safety training/procedures

MARGINAL FUNCTIONS:

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

CLASSIFICATION

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

POSITION REQUIREMENTS

Experience: Employee is expected to have acquired the necessary information and skills to perform the job reasonably well. Must have a class A Missouri Water Treatment License.

Education: A high school diploma or GED is required. This employee must possess a valid Missouri Driver's License and obtain a CDL if required by the City. A class A Missouri Water Treatment License is also required. This employee must have the capabilities to understand and operate the WTP within regulatory compliance as required by the Missouri Department of Natural Resources.

Technical Skills: A thorough knowledge of safety requirements, equipment maintenance and working knowledge of water treatment equipment. The ability to read and interpret written instructions, manuals, maps and strong communication and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position.

Decision Making: Decision making is a factor in this position.

Supervision: This employee works with occasional supervision from the Director of Public Works. This employee also supervises subordinates.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does participate in the annual budget process through the Director of Public Works. This employee is responsible for the day to day operations of the department.

Personal Relations: Daily contact with supervisory personnel and subordinates. All interactions must be professional.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, high voltage power, confined areas, heavy machinery, commercial and industrial equipment, excessive noise, heights, and heat is expected. Subject to working irregular and extended periods.

Physical Requirements: Manual labor including the ability to operate machinery, and lift heavy loads is required daily within this position. Manual labor including lifting and carrying heavy objects, bending, kneeling, sitting, standing, walking, driving, pushing, pulling, carrying, and climbing is required daily to fulfill the duties of this position. The employee may occasionally be required to lift and move more than 75 pounds and frequently lift 25 pounds.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.
