

**CITY OF ANAHUAC
FY 2015 JOB DESCRIPTION**

Position: W/WW Plant Operator II (Senior)	Department: Utilities
Supervised by: W/WW Chief Operator or City Administrator	Salary Level: Per Annual Budget FLSA Status: Non-exempt

Job summary:

Under the general supervision of the Water/Wastewater Chief Operator, and/or City Administrator is required to work in all types of weather and confined spaces; constantly exposed to raw water and wastewater and sludge in various stages of treatment, high voltage electricity, noise, hazardous chemicals and gases, and other conditions associated with water and wastewater treatment facilities.

Essential Job Functions:

The duties listed below are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- **At a senior level, performs various skilled maintenance tasks and operates a variety of equipment in the operation, repair, maintenance and replacement of water, wastewater, distribution, collections, and related facilities and systems. Receives a moderate level of guidance and direction from supervisor and/or manager.**
- **Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations. Reports problems to others as they are encountered.**
- **Operates, maintains and repairs malfunctions of water/wastewater treatment plants.**
- **Repairs gauges, pumps, filters, and other controls and equipment.**
- **Collects samples and identifies concentrations of chemical, physical or biological characteristics of water and wastewater as required in accordance with local, state and federal requirements. Gathers and tests wastewater samples for plant efficiency.**
- **Performs water and wastewater quality control tests using appropriate methodology.**
- **Monitors, calibrates, modifies and repairs all lab and process control equipment related to water and/or wastewater treatment.**
- **Operates and maintains sewage lift stations, water pump stations and storage tanks.**
- **Inspects and/or repairs chlorine equipment, booster pumping stations, reservoir, meters and sewer system at frequent intervals to ensure that all aspects of the system are functioning properly.**

*C. Sander
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- **Maintains a variety of records relating to inspections, maintenance activity, water supply and consumption.**
- **Operates handheld manual tools and power tools (e.g., rock saws and cut-off saws) in performing repair and maintenance tasks.**
- **Responds to complaints regarding water leaks, taste and odor, pressure loss or no water and reports information to a senior operator or supervisor.**
- **Performs work by traveling independently or with a small crew to various locations (water systems, etc.) as scheduled.**
- **Attends training and meetings as required.**
- **Subject to emergency callout**
- **Subject to rotating weekend/after-hours duty**
- **Performs related duties as required or assigned.**

Minimum Job Requirements:

- **High school diploma or GED**
- **Three or more years experience in water/wastewater operations maintenance or construction.**
- **Texas Driver's license – class C, with good driving record**
- **Minimum Class C Water Distribution certification from TCEQ**
- **Minimum Class C Wastewater Treatment certification from TCEQ**
- **Ability to pass mandatory drug/alcohol screen test**
- **Ability to communicate clearly and concisely, both orally and in writing**
- **Ability to establish and maintain effective working relationships with superiors, co-workers and the public**
- **Sufficient mathematical knowledge to perform mathematical equations using fractions, percentages, ratios and proportions**

Physical Requirements:

This position is exposed to many health and safety hazards in the plant, including exposure to water-borne diseases and other biological hazards associated with working in or around raw sewage, working near high-voltage equipment, contact with a variety of combustible, corrosive and toxic chemicals and gasses such as chlorine, methane, carbon dioxide, hydrogen sulfide, acids and caustics. The position often transitions from indoors to outdoors in all weather conditions. Some work may involve work in areas that are hot, cramped and/or may contain offensive odors. Some plant surfaces are slippery and/or have open grates. Due to the side and various levels within the plant, the ability to climb stairs and agility are required. Shift work, weekends and holidays may be required. The ability to perform moderately strenuous to strenuous tasks and lift and carry up to 50 lbs. is required. Sufficient mobility to perform duties in small spaces by crouching, stopping or kneeling, and physical ability to perform tasks requiring physical strength and finger dexterity is required. The position requires the visual acuity to operate assigned machinery and equipment and the ability to speak and hear.

This job description does not constitute an employment contract and is subject to change as the needs of the City of Anahuac and the requirements of the job change. Regular and consistent attendance, productive work effort, efficient use and care of equipment and resources, situational awareness, positive attitude and demeanor, willing cooperation with supervision and instructions, initiative, responsiveness, courtesy, and a demonstrated commitment to public service and quality workmanship are conditions of continuing employment.

Approved by City Council on: Oct. 14, 2014

City Administrator: *Debi Shawer* 10/21/2014

Mayor: _____

Employee Acknowledgement/Date: _____