



CITY OF FLORENCE

Job Description

Position: Water Treatment Lead Operator

Supervisor: Regional Water Superintendent and Assistant Water Superintendent

Department: Water Department

Salary Range: \$26.24 to 40.54/ hour, DOE, DOQ

Benefits: Full-time benefits include health, dental, vision, and supplemental insurance.

General:

Coordinates, maintains, and operates the city and regional water system to comply with the United States Environmental Protection Agency, Colorado Department of Health, and the ordinances of the City of Florence; Work involves supervisory, organizational skill, manual labor, and some administrative skills in regard to water collection, storage, treatment and transmission within the city and regional water system.

Essential Duties and Responsibilities:

Duties

- Must be willing to work both weekend days as Lead Supervising Operator when Water Superintendent and Assistant Superintendent are not on shift
- Must maintain an UpToDate Safety program and records for water treatment
- Monitors the operation of the water system to ensure the quantity and quality of water for the regional water system
- Adjust chemicals/plant operations as required to maintain governmental standards and requirements
- Log and record readings of plant operations for governmental agencies and future city and regional planning functions
- Check instrumentation and equipment for proper operation as follows: chlorine system, chlorine pumps and mixers, raw water pumps, raw water Ph, raw water turbidimeter, coagulant mixer, clarifiers, filtration units, surface wash control panel, system monitoring/alarm computer, high and low service pumps, process turbidimeters, backwash pumps and control valves, raw and treated reservoir levels, pumping hours, electrical phase monitors, air compressor system, and heating units
- Repair and maintain mechanical and electrical, instrumentation and electronic equipment as needed
- Performs all required testing and recordkeeping to ensure that the city is in compliance with EPA regulations, State Health Department standards, the ordinances of the City of Florence and any/all requirements of the Office of the State Engineer regarding dam safety and water diversion reports

- Assists Regional Water Superintendent in maintaining up to date valve book showing locations and ties to all valves in the system
- Assists Regional Water Superintendent in maintaining up to date map of water line locations showing line size, material, and valve locations
- Prepares and published reports and studies as requested by the regional water superintendent and/or City Manager
- Assists Regional Water Superintendent and/or City Manager with revisions to the water department annual budget
- Assists Regional Water Superintendent and/or City Manager in planning water projects and provides information as necessary
- Performs supervisory duties and provides assistance to the Regional Water Superintendent in cross training of water system employees
- Helps ensure that proper coverage is maintained at all times for water system operation
- Supervises and/or is directly involved in repair and maintenance of all storage facilities
- Performs other related duties as assigned by supervisors

Responsibilities:

- Directly responsible to the Regional Water Superintendent and/or the Assistant Water Superintendent for the supervision, operation, and maintenance of the regional water system
- Responsible for the water treatment safety program (Designated Safety Officer)
- Responsible for repair and maintenance of the mechanical equipment.
- Responsible for repair and maintenance of electrical equipment.
- Responsible for the repair and maintenance of instrumentation and electronic equipment.
- Responsible for ensuring that all duty items listed previously are taken care of efficiently and properly
- Responsible for instructing employees on procedures and systems necessary to complete tasks through proper training and for supplying the water department with current information
- Responsible for completing all tasks and for supplying supervisor with current information
- Responsible to study new water system regulations, new technology and methods of water treatment, and maintain required continuing education units for State Department of Health treatment operations license renewal
- Responsible for cooperating with all other departments and/or supervisors, with the overall benefits of the City as the primary focus
- Responsible to maintain a positive and problem-solving atmosphere and for completing well thought out assessments to aid staff in individual development and for documenting good and poor performance to the personnel files
- Responsible for all aspects of the departments' effectiveness and productivity
- Responsible for following up on all tasks performed by self and those delegated to others
- Responsible for exhibiting a positive supervisory role model for department
- Responsible for all facets of the water system or to know where to obtain information requested and to pass this knowledge, as we a personal experience department know where to obtain information requested and pass this knowledge, as well as personal experience on to subordinates

- Responsible for the operation and maintenance of the water treatment plant computer systems including hardware and software

Knowledge, Skills, and Abilities:

- Knowledge of records and records management
- Knowledge of equipment and electrical maintenance and repair
- Knowledge of Microsoft products: Word, Outlook, Excel
- Ability to perform routine and heavy manual labor under adverse conditions
- Experience in working with the public in a positive and cooperative manner
- Valid Colorado water treatment operator's license Class A as required by State Department of Health for the facility
- Valid Colorado water distribution license, Class 2 as required by State Department of Health for the system
- Valid Driver's License
- Must be able to work on call schedule to include Saturdays, Sundays, Holidays and/or unusual hours

Education and Experience:

- Minimum of 4 years' experience in a municipal surface water treatment plant
- Minimum of 1 year experience in maintenance and repair of mechanical, electrical, and electronic systems
- Must have a minimum of a State Water Treatment Operator Certification Class B and State Water Distribution Operators Certification Class 2
- Must be able to obtain a State Water Treatment Operator Certification Class A certification within 9 months of hire.

Physical Demands:

Work is primarily in a medium to heavy work range requiring the movement or lifting of 50 - 100 lbs. occasionally. Continual standing, walking, sitting, climbing, stooping, kneeling, crouching, reaching, balancing, handling, grasping required. Environmental conditions may include exposure to outdoor elements such as heat, cold, precipitation and wind. Exposure to noise and or hazardous conditions including enclosed or poorly ventilated spaces. Must be able to Ascend or descend ladders. Operating machinery or power tools.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee Signature _____ Date _____