

# **Operator in Training Water Treatment Plant Operator Corporation of Harpers Ferry, WV**

## **I. INTRODUCTION.**

This position is located in the Water Department, Corporation of Harpers Ferry, West Virginia. This is an entry level position for the water plant and the incumbent serves as an Operator in Training Water Treatment Plant Operator. Since this is a training position the incumbent will be exposed to a variety of entry level water plant tasks. These tasks will begin at basic levels and become more progressively difficult as the incumbent acquires a mastery of the fundamental skills. The incumbent will be exposed to and be expected to assist in the following aspects of the Harpers Ferry water system: 1) water delivery and distribution, 2) disinfection and filtration, and 3) administration and sampling.

## **II. MAJOR DUTIES AND RESPONSIBILITIES.**

The major duties and responsibilities of the incumbent include:

A. Learning the basic requirements for the operation and maintenance of the water treatment plant and distribution system and will be expected to demonstrate a fundamental proficiency in these various areas to the satisfaction of the Chief Operator I or the Plant Manager.

B. Assist in preparing and maintaining records of plant operations and maintenance and demonstrate an understanding of the requirements and procedures for purchasing chemicals, parts, tools, and materials necessary for basic and emergency plant operations and maintenance functions.

C. Assists other personnel in the operation of the treatment and distribution system.

D. Exposure to the following functions and will be expected to attain a fundamental understanding along with a practical application under the tutelage of the Chief Operator:

1. WV drinking water regulations;
2. water quality guidelines;
3. water treatment procedures; including pretreatment, sedimentation, filtration, disinfection, and fluoridation;
4. distribution system;
5. maintenance plans and instrumentation
6. sampling;
7. water utility management

E. The incumbent will assist with the regularly inspection of the water plant, storage tanks, and delivery systems and will be expected to demonstrate a thorough understanding of its importance to the efficient and safe operation of the water plant.

F. The incumbent will be expected to become proficient in the following tasks as he/she receives training in learning:

1. to install distribution lines and repair broken and/or leaking lines;
  2. the fundamentals of meter testing and repair;
  3. trouble shooting techniques for the entire system;
  4. the procedures to investigate customer complaints;
  5. to perform outside maintenance such as lawn mowing and trimming at water works locations;
  6. the meter reading route and how to conduct accurate readings
- G. The incumbent will be required to obtain the Class I certification within the first year of employment. The incumbent will have three attempts to pass the exam with the assistance of the instruction offered by WV Department of Health. Failure to pass the exam after 3 attempts may result in loss of employment with the Harpers Ferry Water Department.
- H. Under emergency or extra-ordinary circumstances, work conditions may require evening and week-end work along with extended hours in response to emergency situations. Flexibility and adaptability are key elements.
- I. Performs other duties as assigned and required.

### **III. KNOWLEDGE REQUIRED BY THE POSITION.**

The incumbent will be required to:

- A. Possess entry level knowledge of processes and equipment involved in the treatment and distribution of water;
- B. Possess acceptable writing and verbal skills that terminate in writing accurate and concise reports and other required administrative documents;
- C. Possess the ability to work and communicate effectively with other Harpers Ferry employees, local residents, and business owners.
- D. Possess reading skills at the high school level in order to adequately read, understand, and interpret basic instructional manuals, diagrams, maps, and other documented references.
- E. Maintain good health and physical condition.
- F. Possess a high school diploma or G.E.D. equivalent and a valid West Virginia drivers license.

### **IV. SUPERVISORY CONTROLS.**

The incumbent works under the operational supervision of the Harpers Ferry Chief Operator Water Treatment Plant Manager and will also receive some training guidance from Class I and II Water Treatment Operators. The incumbent is entry level basic tasks in all phases of water treatment and delivery. Because of the training nature of this position the incumbent will be given minimal independent latitude in carrying out their assigned tasks. The incumbent is required to keep his/her supervisor fully informed on all potentially health, safety, and controversial issues in a timely and prudent manner.

### **V. GUIDELINES.**

Guidelines for the position are varied and strictly controlled and enforced by State of West Virginia, Jefferson County, and Corporation of Harpers Ferry guidelines, mandates, and regulations. The incumbent will be expected to become proficient in understanding all the mandated guidelines and regulations. All of the governing guidelines are outlined in various manuals from the West Virginia Department of Health and Human.

**VI. COMPLEXITY.**

The incumbent serves in a technically complex and critical position responsible for ensuring the safety and distribution of the entire water system for Harpers Ferry. The proper maintenance, analysis, upkeep, and continued operation of the town's water system are critical for the continued safety and welfare of all who are serviced by the water plant.

**VII. PERSONAL CONTACTS.**

The incumbent has frequent contact with other water plant employees, Harpers Ferry public safety officers, the Mayor and Town Council of the Corporation of Harpers Ferry, and residents. Contacts are made face-to-face, by telephone, or through a variety of electronic media.

**VIII. PHYSICAL DEMANDS.**

Work can be physically demanding requiring sufficient strength and stamina to operate a variety of hand tools, trenching tools and wrenches. Physical exertion is required when digging trenches, repairing water lines, replacing valves, hydrants, and other similar physical tasks.

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Water Plant Manager

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Incumbent

Effective Date: February 13, 2012

Revised Date:

Revised Date: