

CITY OF BRIDGEPORT, TEXAS

WATER PLANT OPERATOR I

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: non-exempt

STARTING PAY: \$16-\$20/hour DOQ

DEFINITION

To perform a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of surface water and groundwater treatment facilities and equipment within the potable water treatment section; to maintain and monitor clearwell and storage treatment facilities, mechanical functions, labor and records administration; and to oversee the day to day operation of the water plant as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Plant Operations Manager or their designee.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include but are not limited to, the following:*

Essential Functions:

1. Operates water treatment plant as required and makes necessary repairs; monitors water flow and proper equipment operation.
2. Performs jar test, turbidity, P.H. and chlorine tests; maintains clearwell and elevated storage tank levels.
3. Monitors and interprets laboratory and operational data; ensures treatment processes are within regulated guidelines; makes adjustments to treatment processes including chemical application.

4. Performs routine maintenance of pumps, motors, and valves including oil and grease checks, scraping and painting, and other related work.
5. Backwashes filters and calibrates lab equipment; maintains chlorine and proper chemical levels.
6. Accurately prepares various reports on operations and activities; fills out the required State and Federal reports.
7. Works with outside contractors; coordinates work activities and ensure work quality conforms to standards.
8. Ensures the adherence to safe work practices by operations.
9. Keeps grass mowed and trimmed at all times.
10. Assists general public with complaints, questions or problems as necessary.
11. Responds to emergencies as needed.
12. Available for "on-call" work as needed.
13. Attends work regularly as scheduled and remains alert at all times.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a water treatment operations program.
Operations, services and activities of a treatment plant maintenance program.
Maintenance procedures for inspection, installation and repair of mechanical and electrical equipment.
Principles and procedures of preventive maintenance.
Functions and purposes of water treatment systems.
Standard principles of biology, chemistry and mathematics as related to water treatment.
Occupational hazards and standard safety precautions necessary in the work.
Principles and procedures of record keeping and reporting.
Modern office procedures, methods and computer equipment.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Operate and maintain water treatment machinery and equipment.
Work with a variety of chemicals in potable water treatment activities.
Read meters and gauges correctly and to act quickly and competently.

Ensure facility compliance with Federal, State and local rules, laws and regulations.

Perform responsible and difficult work involving the use of independent judgment and personal initiative.

Interpret and apply departmental policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Prefer minimum of two years of responsible experience in the operation and maintenance of potable water treatment facilities.

Training:

Equivalent to a High School diploma or G.E.D. required, supplemented by specialized course work in water treatment, chemistry, biology, construction technology, mechanical and electrical maintenance, or a related field.

License or Certificate:

Possession of, or ability to obtain immediately, and maintain an appropriate, valid Texas driver's license.

Possession of a Class D Surface Water Treatment Operator License from the Texas Commission on Environmental Quality is required.

Possession of a State of Texas Class C Water Treatment Certification is preferred.

WORKING CONDITIONS

Environmental Conditions:

Positions in this class have occasional disagreeable working conditions working around noise, dirt, fumes, vibration, heat, cold and dampness, exposure to chemicals, machinery, and computer screens.

Physical Conditions:

Positions in this class require lifting/carrying of objects weighing up to 50 pounds, climbing ladders, balancing while working in narrow, slippery areas, stooping, crouching, crawling, reaching, handling tools, and diagnosing equipment maintenance needs through listening and feeling machine surfaces.

CURRENT BENEFITS

The City currently offers all full time employees the following benefits: participation in the Texas Municipal Retirement System where the City matches employee contributions 2:1; nine paid holidays plus three paid floating personal days; paid vacations and sick days; and a sick day pool. The City pays for the entire portion of the employee's health and vision insurance as well as a large portion of the dependent's coverage. Dental insurance is offered to the employee & their family. The City has a telemedicine plan available to the employee & their family at no charge. Employees are provided with \$30K life/ADD insurance with an option to purchase additional and/or dependent coverage. The City has access to a 457(b) retirement savings plan as well as AFLAC, pre-paid legal insurance and an HSA savings account. Additionally, the City provides a **\$200/month benefit allowance** to its full time employees to assist in paying for the employee's portion of benefits. The City pays a monthly cell phone allowance and offers extra pay for bilingual employees as applicable.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the

exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval

Date: _____

Employee

Employee's Printed Name