

# NEWPORT BOROUGH WATER AUTHORITY

## Job Description

### ENTRY-LEVEL WATER TREATMENT OPERATOR

#### GENERAL PURPOSE

Performs a variety of manual work in the operation, repair, maintenance, and replacement of municipal water treatment plant, pumping stations, reducing valves, and water towers

#### SUPERVISION RECEIVED

Works under the general supervision of the Water Operations Manager and Certified Water Operator

#### HOURS OF WORK

Primarily Monday – Friday 8 AM – 4:30 PM with rotating weekends and 24/7 on-call responsibilities

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides manual labor for the operation, maintenance and repair of wells and water towers used for the production and distribution of water
2. Provides manual labor for the operation, maintenance and repair of water mains, hydrants, water meters and other related items
3. Provides manual labor for water service connections and installation of water meters and other related work
4. Assists in the required sampling, testing and lab work necessary in water treatment operations.
5. Provides manual labor for the operation and maintenance of all water treatment equipment
6. Attends safety meetings as required and shall assist in necessary safety precautions
7. Provides manual labor for the maintenance of buildings and grounds and other related work.
8. When directed, attends such schools and workshops as necessary and pertinent to a public water system
9. Performs such other duties as directed by the Water Operations Manager and the Certified Water Operator

#### DESIRED MINIMUM QUALIFICATIONS

1. High school graduate or equivalent preferred with ability to carry out required tasks

2. Ability to work in all climates
3. Ability to follow and carry out written and verbal directions

#### PREFERRED QUALIFICATIONS

1. Knowledge of equipment, facilities, materials, methods and procedures used in water collection and treatment systems; Knowledge of water pipe installation, connection and repair; Knowledge of water treatment plant operation and maintenance.
2. Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

#### SPECIAL REQUIREMENTS

1. Valid Class C State Driver's License, or ability to obtain one

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk and hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings.