



## Harriman Utility Board

### Water Treatment Plant Operator

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Reports to: Manager of GWS  
Chief WTP Operator

Department: Gas, Water, & Sewer

Date: May 1, 2025

FLSA Status: Non-Exempt

Approved: General Manager

Pay Status: Hourly

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To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

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#### JOB SUMMARY:

To administer and operate the Water Treatment Plant to produce State certified water quality. Will monitor the mechanical and analytical systems pertinent to water treatment and control.

#### ESSENTIAL FUNCTIONS:

- Operates and maintains water treatment and waste water equipment, ensuring compliance with State and Federal environmental regulations.
- Activates municipal emergency procedures in the event of overflow or spill of chemicals or unpurified water. Shuts off all power, dons personal protective equipment, and evacuates the facility, notifying supervision and local emergency responders.
- Monitors and samples well and groundwater on entry to the municipal system. Adjusts treatment levels when below-standard variances are detected. Samples water at exit station of plant.
- Conducts running repairs to equipment, or shuts down equipment for more extensive maintenance and repair, activating alternate equipment as needed. Requests services of outside maintenance vendor for major repairs and overhauls.

- Activates pumps, valves, and other processing equipment to move water or wastewater through various treatment processes.
- Disposes of waste materials removed from the water, in accordance with all Federal, State or City regulations.
- Adds chemicals to wastewater by predetermined formula. Advises supervisor when these materials have reached minimum inventory level.
- Adjusts controls based on interpretation of meters and gauges on central control panel, or at individual machines or stages in the treatment process. Retrieves computer reports on treatment processes.
- Prepares reports, maintains logs, and keeps other records on meter readings and tests, as well as chemical and equipment usage.
- Looks for and cleans up dangerous or wet conditions on floors and catwalks.
- Follows all OSHA and HUB safety guidelines, including use of PPE. Dons respirator immediately when detection device announces presence of excess amounts of dangerous chemicals.

#### ADDITIONAL RESPONSIBILITIES:

- Inspect for potential Backflow/Cross Connections
- Maintain all equipment, pipes, blow-offs, buildings, property, and aesthetics, to include yard maintenance.
- Maintain inventory and orders materials as necessary.
- Maintains all water pump stations in HUB System.
- Cleaning drying beds.
- Participates in annual refresher training in government regulations and municipal policies on water treatment.
- Assists in training water treatment operators and other new employees.
- Cross trains with GWS and Wastewater Treatment Plant.
- Compile budget for Water Plant capital needs.
- Complete the Monthly Operating and CCR Reports.
- Prepares daily schedules in such a way as to reduce overtime.
- Must maintain personal CE hours.
- Attends events, meetings, seminars, schools, or training, etc., as determined by General Manager, Supervisor or as required by law.
- Municipal service is provided seven days a week. Must be willing to work a rotating shift schedule and work overtime in emergencies with limited notice.
- Regular attendance required, as operator is sole employee responsible for a shift.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Maintain a professional, positive attitude with commitment to public service, and in adherence to HUB's mission, vision, and core values.
- Considerable knowledge of methods and practices essential to the design, operation, maintenance, and repair of water operations.
- Familiar with occupational hazards involved and necessary safety precautions.

- Ability to read and work from blueprints or drawings.
- Ability to operate safely mechanical equipment, hand/power tools and heavy equipment.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to operate a PC with basic skills in Word™ and Excel™. Must be comfortable with use of iPad™ and other electronic communications devices.

#### PHYSICAL REQUIREMENTS:

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.

- Will be subjected to standing, walking, climbing, stooping, crouching, bending, pulling, and lifting.
- Will be required to lift and carry up to 75 pounds.
- Will be required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer screen, extensive reading, and/or operation of general office equipment.
- Will be required to have visual acuity to perform an activity such as: operate machines, or equipment where seeing the job is at or within arm's reach; performs mechanical or skilled trades of a non-repetitive nature, such as technicians, service people, etc.
- Will be required to clearly and quickly hear work instructions and safety warnings from coworkers or equipment.

#### WORKING CONDITIONS:

The working 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 not encountered every day, the Employee may be subject to any or all of the following during the course of work:

- Will be required to work both indoors and outdoors.
- Will be subjected to environmental conditions. Some protection is provided from weather conditions, but not necessarily from temperature changes.
- Will be subjected to extreme cold. Temperatures typically below 32 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

- Will be subjected to extreme heat. Temperatures above 100 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to noise. There is sufficient noise to cause the Employee to shout in order to be heard above ambient noise level.
- Will be subjected to vibration. Exposure to oscillating movements of the extremities, or whole body.
- Will be subjected to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat, or exposure to chemicals. Safety equipment is provided.
- Will be subjected to atmospheric conditions. May encounter one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation. Safety equipment is provided.
- Will be required to work in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. Safety equipment is provided.

#### REQUIRED LICENSES AND/OR CERTIFICATIONS:

(May be obtained after employment)

- Grade III Water Treatment Plant Certification
- Must be certified in current CPR/First Aid practices.
- Confined Space
- Forklift

#### QUALIFICATIONS:

- Requires a high school or vocational school degree or equivalent.

Over the course of employment, specific job duties for employees may be changed, added, or deleted. In an effort to keep these job descriptions updated and to remain compliant with the Americans with Disabilities Act (ADA), employees will be given the opportunity to review their descriptions each year or at any time they feel it needs to be updated.