



Harriman Utility Board

Certified Water Treatment Plant Operator

Reports to: Chief WTP Operator

Department: Gas, Water, & Sewer

Date: August 1, 2025

FLSA Status: Non-Exempt

Approved: General Manager

Pay Status: Hourly

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.

JOB SUMMARY:

To administer and operate HUB's 3.2 MGD surface water treatment plant in order to produce State-certified drinking water that meets or exceeds all Federal and State regulations. Will monitor and maintain the mechanical, chemical, and analytical systems necessary for safe, efficient water treatment and distribution.

ESSENTIAL FUNCTIONS:

- Operates and maintains the water treatment plant and pump stations, ensuring compliance with State and Federal drinking water regulations.
- Performs laboratory testing and analysis for process control and regulatory compliance (e.g., turbidity, TOC, chlorine residual, pH, alkalinity, fluoride, etc.).
- Monitors raw water quality and adjusts treatment processes to maintain compliance.
- Monitors distribution system storage tanks and pumping stations, responding to trouble alarms and system needs.
- Conducts distribution system flushing as required to maintain water quality.
- Prepares and feeds chemicals (e.g., coagulants, disinfectants, fluoridation chemicals) according to established formulas and process control requirements.
- Collects, records, and interprets water samples at all stages of treatment and distribution.

- Operates pumps, valves, chemical feed equipment, and SCADA systems to maintain treatment and distribution.
- Performs basic and routine maintenance on plant equipment, pump stations, and facility systems.
- Conducts minor repairs or coordinates major repairs with maintenance staff/vendors.
- Maintains accurate records, reports, and logs of operations, lab results, and chemical usage.
- Responds to alarms, equipment malfunctions, and emergency conditions in accordance with HUB procedures.
- Performs janitorial and groundskeeping duties to maintain the cleanliness and safety of the facility.
- Follows all OSHA and HUB safety guidelines, including the use of PPE and confined space procedures.

ADDITIONAL RESPONSIBILITIES:

- Conducts routine inspections of the plant, storage tanks, pump stations, and related facilities.
- Assists in backflow/cross-connection inspections.
- Maintains chemical and parts inventory and requests reorders as needed.
- Participates in annual training and continuing education to maintain operator certification.
- Assists in training new operators and cross-trains with other HUB departments.
- Assists in the completion of required regulatory reports, including Monthly Operating Reports and Consumer Confidence Reports.
- Assists in the preparation of annual budgets for plant operations and capital needs.
- Attends meetings, seminars, and training as directed by the Chief WTP Operator, GWS Manager, or General Manager.
- Must be willing to work rotating shifts (including evenings, weekends, and holidays) and work overtime in emergencies with limited notice.
- Regular attendance required, as the operator may be the sole employee responsible for a shift.
- Assists with pumping out and cleaning of sludge drying beds.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Professional, positive attitude with a commitment to HUB's mission, vision, and core values.
- Extensive knowledge of water treatment methods, practices, and regulations.
- Familiar with occupational hazards and necessary safety precautions in water treatment.
- Ability to interpret laboratory test results and adjust treatment processes accordingly.
- Ability to read and work from blueprints, schematics, and drawings.

- Ability to operate and maintain treatment equipment, hand/power tools, and heavy equipment safely.
- Ability to communicate effectively with coworkers, supervisors, regulators, and the public.
- Ability to use computers and software such as Word™ and Excel™; must be comfortable with iPads™ and SCADA/electronic monitoring systems.

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.

- Must be able to stand, walk, climb, stoop, crouch, bend, pull, and lift.
- Must be able to lift and carry up to 75 pounds.
- Must be able to work in confined spaces and at heights.
- Must have visual acuity to prepare and analyze data and figures, transcribe, view a computer screen, read extensively, and/or operate general office equipment.
- Must have visual acuity to operate machines or equipment and perform mechanical or skilled work of a non-repetitive nature.
- Must have auditory acuity to hear work instructions, safety warnings, and alarms.
- Will be required to climb, traverse, and maintain balance while navigating uneven, rough, and sloped terrain in various outdoor conditions.

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 hazards. This may include 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, manholes, and small enclosed rooms. Safety equipment is provided.

REQUIRED LICENSES AND/OR CERTIFICATIONS:

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

QUALIFICATIONS:

- Requires a high school diploma (or equivalent).
- Minimum of 18 months' experience in a water treatment plant.
- Preference will be given to applicants with three (3) or more years of experience as a certified operator.
- College coursework in water treatment, chemistry, biology, or related fields is preferred but not required.

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.