

# City of Flagler Beach

**JOB TITLE:** WATER PLANT OPERATOR C TRAINEE

**DEPARTMENT:** Public Utilities/Water

**SUMMARY:** Under general supervision, operates monitors and maintains equipment and machinery at the water plant and performs a variety of complex duties to ensure a safe and adequate supply of water in accordance with City, federal and state standards; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (Which are **not** in any hierarchical order)

1. Reviews logs and notes to evaluate condition of water plant at beginning of shift.
2. Collects and analyzes water samples from a variety of sources on a regularly scheduled basis or upon request.
3. Adjusts or recalibrates laboratory equipment, chemical feeds, and cylinder pressures based on water sample analysis.
4. Monitors, adjusts and cleans filter system to ensure proper functioning.
5. Monitors and performs routine maintenance and cleaning of chemical rooms.
6. Inventories, orders, and receives supplies.
7. Observes standard operating procedures and safety practices.
8. Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.
9. Performs routine plant and grounds maintenance duties.
10. Performs related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of water treatment operational systems.

Knowledge of cleaning, repairing, and maintaining water treatment systems.

Knowledge of City, federal and state rules, regulations, practices and procedures related to the operation and administration of water treatment systems.

Knowledge of health, safety and environmental policies, precautions, and procedures.

Knowledge of recordkeeping/file maintenance practices and procedures.

Skill in prioritizing, assigning and reviewing work.

Skill in safely responding to health, safety, and environmental incidents or emergencies.

Skill in safely maintaining and operating water plant systems, equipment and machinery.

Skill in the safe use of hazardous chemicals.

Skill in effectively responding to consumer complaints.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the operation and inspection of facilities and equipment, with the ability to detect mechanical or operational problems. There is frequent need to stand, stoop, walk, sit, climb in high areas and on catwalks, lift heavy objects (up to 50 pounds) and perform similar other actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position will also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, and have an acceptable driving record.

**MINIMUM QUALIFICATIONS:** The equivalent of a High School diploma and one (1) year of work experience in water plant operations. Possession of a valid Florida driver's license. Trainee will have eighteen (18) months from hire date to obtain and maintain Water Treatment, Level C Operator Certification issued by the Florida Department of Environmental Protection.