

**UTILITIES BOARD OF THE
CITY OF GULF SHORES**

JOB TITLE: WATER PRODUCTION OPERATOR I

DEPARTMENT: WATER PRODUCTION DIVISION

CLASSIFICATION: NON-EXEMPT, GRADE 9

DATE: MAY 2020

NOTE: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Director of Water Production

Subordinate Staff: None

Contacts: GSU Employees, Customers, General Public, Contractors, Laboratories, Business Associates, Utility Companies, City Employees, Vendors

JOB SUMMARY

Under general direction of the Water Production Supervisor:

- Employee will assist in the proper operation of the water treatment facilities in accordance with Federal and State Regulations.
- Utilize proper collection procedures while obtaining water samples and the testing procedures of the samples.
- Properly record sample testing results and recording of production meter flows.
- Follow proper methods and procedures to repair and maintain pumps, motors and meters.
- Perform proper maintenance of buildings and ground areas of plants and wells.
- Promotes and follows safe practices and enhances safety awareness

EXAMPLES OF WORK

- Obtain daily, read meters, gauges, charts and instruments and record data. Perform inspection of chemical feed equipment, load chemicals in equipment, and adjust chemical feed rate for proper water treatment.
- Perform inspections of wells, pump equipment and other water facilities to ensure they are performing properly.

- Perform installation, maintenance or repair of equipment, water meters, and machinery used in the production of potable water.
- Operate lawn mower, weed eater, and other necessary equipment associated with assigned duties and general maintenance of facilities.
- Perform proper methods and procedures for lab sampling and testing.
- Maintain inventory of chemicals and equipment supplies used in water production operation.
- Perform control filter operations including backwashing, monitoring performance of filters and discharge of backwash water.
- Sandblast and painting of buildings and equipment.
- Preparation of reports, forms and documents in accordance with State, City or County Governments regulations.
- Maintain record on motor equipment, wells including pump levels.
- Any other tasks as directed by Water Production Manager and General Manager.

KNOWLEDGE, SKILLS AND ABILITIES

(Can be acquired on the job)

- Working knowledge of the physical, chemical and treatment procedures of the Water Production Operation.
- Knowledge of basic chemistry, hydraulics, mechanics, electricity, electronics and proper lab sampling techniques, use and application.
- Knowledge of proper techniques for use and maintenance of centrifugal and vertical turbine pumps, controls, valves, electric motors and various equipment and machinery.
- Knowledge of EPA and ADEM rules and regulations on the operation of public water supply systems and ground water treatment process.
- Ability to communicate with Water Production Supervisor, co-workers, general public and effectively express information.
- Able to train personnel on proper procedures and methods for the production of potable water.
- Math skills to make calculations required for chemical feed rates and pumping operations.
- Reading skills to comprehend technical manuals and articles, Federal and State rules and regulations, operator manuals, directives, procedures and instructions.
- Writing skills to complete forms, prepare and maintain records and logs.
- Computer skills sufficient to operate various software programs.
- Knowledge of safety rules, operating procedures and traffic regulations
- Ability to follow instructions and complete tasks in an efficient and timely manner.
- Knowledge of traffic regulations and safety.

REQUIREMENTS

- Valid Alabama Driver License or obtain a valid Alabama Driver License within 60 days of employment.
- Must physically be able to operate the GSU vehicles and equipment.
- High School Diploma or equivalent.
- At least four years of experience in operation of potable water treatment operations and/or water distribution including one (1) year minimum of potable water treatment experience.
- ADEM Water Operator Certification, Grade II or higher.
- Ability to work outdoors for extensive periods of time under various temperature extremes.
- Able to work overtime and weekends when necessary.
- Capable to travel overnight for training and education.

PHYSICAL DEMANDS

The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending crouching, stooping, stretching, reaching, climbing, or similar activities; recurring lifting of moderately heavy items weighing approx. 50 lbs.