

Assistant Operator DWP (Class 3 or 4) Job Description

Title: Assistant Operator DWP (Class 3 or 4)

Date: February 2020

Job Analyst: Production Manager

FLSA Status: Non-Exempt

Department: Production

Pay Range: Pay Band VI

Reports to: Production Manager

Direct Reports: None

Access to Sensitive Confidential Information? No

Does this Position Include Access to, or Handling of WCSA Funds (Cash, Checks, Credit Cards, Banking, Purchasing Approvals)? No

Does this Position Make Decisions that Impact the Environment? Yes

Background Check Required? Criminal, Physical, and DMV

Job Summary

An Assistant Operator (Class 3 or 4) monitors water quality in the water distribution system and treatment facilities to ensure WCSA meets or exceeds quality standards and compliance with all federal, state and local regulatory requirements. An Assistant Operator's duties include observing the operation of the entire plant facility and remote facilities by a properly licensed operator. Additional duties include, but are not limited to: performing laboratory quality-control analyses and record keeping. An Assistant Operator's position also involves minor and major repair work, routine preventative maintenance and cleaning duties. An Assistant Operator is to provide assistance to the higher ranking operators and their goal is to learn as much as possible about water treatment and the WCSA system to be able to obtain a higher class ranking of 1. The duties of the Assistant Operator require study and apprenticeship under either a Class 1 or 2 ranked Operator. The Assistant Operator must not stay alone at the Middle Fork Treatment Facility, but may be required to travel solely to remote facilities and other parts of the distribution system.

Duties and Responsibilities:

Dimension	Task
Work – Tasks	Participates in the operations of the Water Treatment facilities to meet applicable standards of the governing regulatory agencies. Helps maintain accurate operating records and has the ability to

	<p>interpret such records.</p> <p>Assist in completing and submission of routine and special reports as assigned.</p> <p>Participates in the maintenance of plant equipment.</p> <p>Monitors the in-plant SCADA systems.</p> <p>Performs sampling and laboratory tests as directed by a properly licensed operator.</p> <p>Provides customer service, to include but not be limited to: meeting with customers in the field and making courtesy calls by telephone.</p> <p>Performs office related work, to include but not be limited to: using computer hardware and software.</p> <p>Ensures that the facilities are maintained and operated in such a manner, as to meet VA-OSHA safety standards.</p> <p>Handles and applies chemicals in a safe and appropriate way.</p> <p>Maintains proper housekeeping and grounds cleanup.</p> <p>Makes adjustments to the treatment process and pumping as required <u>within the supervision of a properly licensed operator</u></p> <p>Recognize the need to make basic adjustments to plant processes, as needed, to meet water quality and/or quantity standards.</p> <p>Demonstrates continuous effort to provide seamless operations, maintain safe and quality water, as well as keeping costs to a minimum.</p> <p>Other duties as assigned.</p>
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General:

	<p>Able to establish and maintain effective working relationships with coworkers, officials, consultants, contractors, developers and the general public.</p>
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Required Experience and Education:

(C)	<p>High School Diploma or equivalent (GED) (required).</p>
(B)	<p>Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities, which would typically be acquired through:</p> <p style="padding-left: 40px;">(a) Six months' experience in the operation of water treatment facilities (required).</p>

	<p>Computer proficiency using Word, Excel, and Outlook (preferred).</p> <p>Knowledge of concepts and operation of Supervisory Control and Data Acquisition (SCADA) Systems.</p> <p>Knowledge of Washington County (preferred).</p> <p>Knowledge of technical codes, ordinances and regulations pertaining to water treatment.</p> <p>A valid driver's license (required).</p> <p>See the Personnel Policy Manual for personal insurance requirements.</p>
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Job Complexity:

(D)	<p>Knowledge, interpretation and application of established standard operating procedures and application of more complex policies, procedures and/or regulations. Decision making and proper judgment is required. Some certification or responsibility for documents is required.</p>
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Safety of Self and Others:

(D)	<p>Position routinely works in an environment where hazards are considerable and considerable care of the safety of others is required. If an accident were to occur, significant loss is possible.</p>
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Physical Demands:

(A)	Sitting
(B)	Walking
(C)	Standing
(I)	Climbing (ladder, in/out of ditch, in/out of equipment)
(FF)	Lift or carry items weighing up to 75 lbs.
(II)	Driving

Environmental Demands:

(B)	Extreme cold (below 32F)
(D)	Noise (Need to shout in order to be heard)
(F)	Exposure to dust/gas/fumes/chemicals
(G)	Work Outdoors (no effective shelter from weather)
(H)	Walking on uneven ground (gravel, rocks, mounds)
(J)	Personal Protective Equipment required (respirator, mask, earplugs, gloves, eyewear, safety shoes)

Mental Demand:

(C)	Multi-task job requiring sustained mental effort and alertness 75% of the shift.
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Latitude:

(B)	Work under close supervision or have detailed instructions. Job is permitted little or no latitude in the choice of means and methods. All questions or problems are referred to policies, standard operating procedures before the supervisor.
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Accuracy:

(B)	Probable errors may be detected within the department or section in which they occur, but may affect the work of others within the department by requiring expenditures of time to trace errors and make all necessary corrections.
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Certifications and Licenses:

(H)	OSHA General
(J)	Confined Space Entry
(O)	Water Operator Class 4
(P)	Water Operator Class 3
(BB)	Forklift Certification
(CC)	SCBA Certification
(EE)	Chlorine Safety
(GG)	Virginia 811 Training

Policies, Regulations, Acts and Law:

(A)	WCSA Personnel Policies and Procedures Manual
(B)	WCSA Rules and Regulations
(H)	Virginia Waterworks Regulations
(J)	General Laws governing all Virginians
(R)	WCSA Use of Lands

Hours:

Generally, works a rotating shift with a 30 minute paid lunch break.

Shifts include, but are not limited to: 12 hour days, 8 hour days, and 4 hour days.

Shifts involve holidays, weekends, and relief work. Must be willing to work overtime, holidays, and weekends, as required. Compliance with the on-call schedule is a condition of employment.

Employee Approval:

By signing below, I accept and approve this job description.

Name:

Supervisor Approval:

By signing below, I accept and approve this job description.

Name: