



West View Water Authority Position Description

Job Title: Maintenance Person, Relief Operator and Assistant Operator
Department: Neville Island Treatment Plant
Supervisor: Plant Operator

Job Summary

Performs all duties and activities incidental to the proper operation and maintenance of the water purification plant. Works as relief operator when required and during periods of vacation and sick leave. Performs maintenance of plant building, grounds, and equipment as directed.

Specific Duties (E/N = Essential/Nonessential Functions)

- E/N – E 1. Adds a variety of chemicals to water treatment processes as directed by management or the shift plant operator. These chemicals shall include, but are not limited to, the following:
- Hydrated Lime
 - Pebble Lime
 - Sodium Chloride
 - Sodium Sulfate
 - Chlorine
 - Ferric Chloride
 - Potassium Permanganate
 - Sodium Hydroxide
 - Hydrogulosilic Acid
 - Carbon Dioxide
 - Sulfuric Acid
 - pH4 Buffer
 - Hydrochloric Acid
 - Sodium Chlorate
 - Bentonite Clay
 - Soda Ash
 - Powdered Activated Carbon
 - Sodium Silicate
 - Various Polymers
 - Sequestering Reagents
- E/N – E 2. Operates remote booster station and performs station maintenance as required on all shifts.
- E/N – E 3. Procures water, process chemical, materials, well, river, and systems samples as required. Also procures brine, soft water, and lubricant samples along with samples of water and processes from the Davis Island facility.

- E/N – E 4. Keeps and maintains records of plant operation including; pumpage, inventory, meter readings, charts, chemicals, telephone messages, radio messages and river conditions.
- E/N – E 5. Performs mechanical maintenance on plant machinery, equipment and facilities including; change and repair of pumps, motors, mechanical and appurtenant equipment at Davis Island and Neville Island well fields. Maintains and repairs heating, air handling, ventilating, air conditioning, and dehumidification equipment. Changes equipment oil and lubricates as required. Maintains electric starters and pneumatic and hydro-pneumatic controls. Maintains softening units, brine filters, traveling screen, generator, clarifier and river intake. Works with electrician and other maintenance personnel to perform scheduled and preventive maintenance as required and paints and cleans machinery and equipment as necessary.
- E/N – E 6. Performs maintenance on plant instruments and meters including; PH, turbidity and conductivity meters, chlorine analyzer, records and charts.
- E/N – E 7. Performs cleaning maintenance on physical plant and equipment including; floors, walls, ceilings, carpets, lavatories, kitchen, storage areas, windows, air filters, light fixtures, stainless steel and terrazzo. Performs painting on required plant and building surfaces.
- E/N – E 8. Performs required testing for water hardness, PH, turbidity, and chlorine. Conducts tests on chemical shipments and assists in the laboratory as directed.
- E/N – E 9. Maintains filter media including material sampling and material rotation operations which include; handling and conveying, pneumatic and hydraulic loading and unloading, and material excavation. Rotates chlorine cylinders.
- E/N – E 10. Operates manual and powered valves as required.
- E/N – E 11. Cleans and maintains driveway and grounds as directed including snow, ice, and dirt removal. Cuts, trims, and waters grass and shrubs.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of the job. Incumbents may be required to perform job related tasks other than those specifically presented in this description.

Qualifications and Job Requirements

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

Education and/or Experience

One year certificate from college or technical school; one to three years related experience and/or training; or equivalent combination of education and experience. Applicant required to either possess or attain "Operator Class IA" certification.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance and talk or hear. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work 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 performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee frequently works in outside weather conditions. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to extreme heat and risk of radiation.

The noise level in the work environment is usually loud.