

## CITY OF HOLTVILLE JOB DESCRIPTION

**TITLE:** WATER TREATMENT PLANT OPERATOR III  
**DEVELOPED:** 7/25/2008  
**APPROVED:**  
**DEPARTMENT:** PUBLIC WORKS

### POSITION SUMMARY:

This position, under general supervision, is responsible for the operation and maintenance of facilities for the processing, treatment, storage, and distribution of potable water; other work as required.

### REPORTING RELATIONSHIPS:

Supervision is provided by the Waterworks Supervisor.

### EXAMPLES OF RESPONSIBILITIES:

1. Performs routine operations and maintenance tasks, uses instruments directly related to water plant process control and routine operations.
2. Cleans and replaces filters; lubricates pumps and motors; Maintains pumping machinery, engines, motors and pumps, cleans and replaces filters; lubricates pumps and motors; assists in overhaul of pumps, meters, and controls
3. Adds chemicals and chlorine to the system.
4. Performs inventory and purchasing activities and monitors approved budget expenditures with the division.
5. Monitors and maintains reservoir and dual media filter operations
6. Keeps records and prepares related reports.
7. Follows all applicable safety rules and regulations and responds to emergencies when off duty and performs emergency repairs
8. Provides support on public works crew and may supervise a crew as assigned.
9. Serves on call twenty four hours a day to respond to emergencies at the water plant or in connection with the water system
10. Collects water supplies for testing.
11. Determines chemical balances; detention CT values.

### QUALIFICATION GUIDELINES:

#### Education

Equivalent to a high school diploma.

#### Experience

Two (2) years of experience as a grade II operator with specialized training in water treatment as provided by the State of California Department of Health Services.

#### Knowledge

- Operate and maintain pumps, motors and controls of water treatment plant
- Process control calculations.
- Maintenance of blowers, compressors, pumps, and other mechanical equipment.

- Laboratory sampling, QA/QC methods.
- Basic office software

#### Abilities

- Follow oral and written instructions; establish and maintain relationships with others
- Deal effectively with the public
- Withstand some exposure to hot and cold temperatures.

#### Special skills and requirements

The employee must possess a valid California Class III driver's license. Possession of and Grade III Water Treatment Plant certificates issued by the State of California Department of Health Services is required. Possession of a Grade III Water Distribution Operator certificate issued by the State of California Department of Health Services is preferred.