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West Travis County Public Utility Agency  
Job Description

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## **WATER TREATMENT PLANT OPERATOR**

**CATEGORY:** Hourly

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

- The **Water Treatment Plant Night Shift Operator** performs operation, monitoring, maintenance, troubleshooting and repair of the water treatment plant, pump stations, ground and elevated storage facilities, chemical feed systems, and SCADA system. Performs and assists with TCEQ reporting and maintains facilities and grounds to ensure a neat and tidy appearance. Follows safety policies and procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

- Reports to: Lead Operator
- Directs: None
- Other: Agency contact with vendors, consultants, contractors, developers, property owners, and wholesale and retail customers.

### **DUTIES AND RESPONSIBILITIES**

- Performs operation, monitoring, maintenance, and repair of the water treatment plant, pump stations, ground and elevated storage facilities, chemical feed systems, and SCADA system.
- Performs and assists with TCEQ reporting.
- Provides timely communication, troubleshooting, and recommendations for resolution of operational issues, including emergency situations.
- Maintains facilities and grounds to ensure a neat and tidy appearance.
- Assists with ordering repair parts and equipment, and managing inventory.
- Follows WTCPUA safety policies and procedures.
- Follows written and oral instructions.
- Obtains and maintains licenses/certifications to perform work assignments.

- Works on-call duty and responds at any hour during an emergency when requested.
- Coordinates with WTCPUA staff, consultants and other agency vendors on WTCPUA operational issues and matters.
- Maintains memberships with professional organizations.
- Completes continuing education directly related to job responsibilities and as required by professional licensing organizations.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive municipal utility water treatment operator experience with intermediate knowledge of water treatment processes and TCEQ regulations. Ability to operate facilities per WTCPUA policies and TCEQ regulations, and trouble shoot facility operational issues. Ability to establish and maintain open communication and a cooperative environment. Intermediate knowledge of SCADA systems and computer hardware and software programs. Ability to work outside in various conditions and terrain. Ability to lift 50 pounds alone and up to 100 pounds with assistance. Ability to stand, stoop, kneel or sit for long periods of time. Ability to climb in and out of confined areas. Ability to adapt to new technology, new methods and changing conditions. Ability to interact well with the public and employees.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Minimum of High School Diploma or equivalent required. Minimum three (3) years experience in maintenance and/or operation of public water treatment plants or systems. Possess a TCEQ Class "C" Surface Water Operators License. Possess a current Texas Driver's License.

### **CERTIFICATES AND LICENSES REQUIRED**

Minimum of Class "C" Surface Water Operators License. Class "B" Surface Water Operators License desired.