

Employee Initials:
Supervisor Initials:
Date:

CITY OF RIVERTON  
JOB DESCRIPTION



WATER TREATMENT PLANT OPERATOR TRAINEE

**GENERAL PURPOSE:**

Performs semi-skilled work in the operation and maintenance of the Water Treatment Plant equipment and facilities for the City of Riverton; treats drinking water; collects and analyzes water samples; and monitors, inspects, maintains and adjusts equipment.

**DISTINGUISHING CHARACTERISTICS:**

The Water Treatment Plant Operator 1 trainee receives immediate direction and guidance from more senior operators, Backup Chief Operator, and Chief Operator; performs routine duties while learning federal, state, and local standards and specific methods and techniques for the operation and maintenance of the City of Riverton's water treatment plant, water storage, and transmission facilities. Advances to Water Treatment Plant Operator 1 after gaining experience and knowledge and obtaining required certifications and demonstrating job proficiency.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the City of Riverton at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Operates water treatment plant, water storage and transmission facilities and performs equipment maintenance; performs work in accordance with all quality standards and safety regulations and procedures; duties will vary according to job assignment and skill level.
- Collects and analyzes water samples in order to monitor water quality characteristics; including but not limited to chlorine residual, turbidity, and other basic water quality parameters; monitors chemical dosage rates and other operational parameters.
- Monitors Supervisory Control and Data Acquisition (SCADA) process control system gauges, meters and electronic control panels; monitors and regulates physical and chemical processes.
- Monitors, maintains, cleans and adjusts automated and manual equipment such as pumps, compressors, valves and other electrical and electronic equipment to control and adjust flow and treatment processes according to The City Of Riverton's policies and procedures.
- Observes operating conditions and reports variations; collects meter readings and operational data; enters data into work logs and database records; reports anomalies and unusual conditions to senior operators and supervisor.
- Reads and interprets technical manuals, operations and maintenance manuals, and blueprints; makes mathematical calculations and performs tests to determine if processes are outside of specifications.
- Maintains work areas, tools, and equipment in a safe and orderly condition and in accordance with all safety regulations and procedures; cleans and maintains buildings, equipment, grounds, and property; notifies supervisor of problems beyond scope of authority.

- Operates general and specialized tools, vehicles, motorized equipment, and heavy equipment according to training and skill level.
- Participates in the Respiratory Protection Program.
- Maintains security of WTP facilities and other assigned facilities through regular inspections.
- Follows and enforces all safety rules and regulations; closely follows verbal and written instructions; mitigates and reports safety hazards, equipment problems, security issues, and emergency situations.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School diploma or GED equivalent, including coursework in algebra and chemistry AND one year of general mechanical and electrical repair and maintenance experience; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

- Valid Driver's License with good driving history. Possess a CDL or obtain such in a timely manner.
- Must pass Level 1 Water Systems Operator certification test from Wyoming Department of Environmental Quality within one year of hire.
- Depending on the needs of the City of Riverton, other job specific training and certifications may be required.

**Basic Knowledge of:**

- Personal computers and related software.
- Hand tools
- Basic math
- Interpersonal communications

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- Making algebraic calculations.
- Performing laboratory tests.
- Following safe work practices.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers, customers and the general public.
- Effective verbal and written communications.
- Operating a personal computer utilizing a variety of standard and technical software.

**Working Conditions:**

**Work Environment:** Works shifts (days/evenings/nights), weekends, and holidays; required to work overtime, on-call and call-back duty to respond to emergencies as requested; work is performed indoors at WTP facilities and outdoors in all weather conditions (mild to extreme); may be exposed to safety hazards and dangerous tools and equipment, including working near high-voltage equipment, contact with a variety of corrosive and toxic chemicals and gasses such as, chlorine, various polymers, sodium hypochlorite and potassium permanganate.

**Physical Demands:** Moderate physical work requiring ability to stand and walk much of the time; occasional lifting up to 60 pounds (chemical bags) and pushing and pulling up to 250 pounds (pallet jack loaded with chemical bags); lowered work in a standing, stooping/squatting or kneeling position is performed on an occasional basis when maintaining pumps, motors, collecting samples and cleaning; manual dexterity is required to loosen and tighten bolts; climbing stairs is performed frequently to access various plant areas; ladder climbing is performed on occasion; repetitive trunk rotation in standing position

is performed on occasion when running samples, using weed eater and shoveling snow; repetitive arm use is required on a frequent basis to perform cleaning duties, opening and closing valves and equipment operation; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; frequently required to use hands and fingers to handle objects, operate controls and equipment, and to operate a computer and keyboard; constantly required to hear equipment operation and ordinary conversations and to verbally communicate with other staff.