

**CITY OF WESTMINSTER, SOUTH CAROLINA
POSITION DESCRIPTION**

**WATER PLANT OPERATOR TRAINEE
\$26,996.72-\$34,748.25/YEAR**

GENERAL

Employees in this position are considered in a "training" status and will perform a variety of semi-skilled and skilled tasks in the operation and maintenance of the Water Treatment Plant under the direct supervision of a "C" operator or higher. When necessary, the employee may perform other duties outside of the Water Treatment Plant such as collecting water samples or responding to complaints related to water quality.

Employees in this position will generally report to the Water Treatment Plant Supervisor but may be designated to report directly to some other intermediate level of supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position shall:

- Collect water samples, both inside and outside of the Water Treatment Plant, and perform routine tests on the collected water samples.
- Follow all prescribed testing protocol maintaining the integrity of the samples and the test results.
- Record and maintain accurate records of all testing performed and compiling other recordkeeping and reports as necessary.
- Maintain plant and lab equipment through standard preventive maintenance practices including washing of filters, adding filter media as warranted, changing oil, and greasing pumps.
- Add chemicals to day tanks, log the respective reading, inspect the pumps for leaks, and monitor levels of chemical inventories.
- Inventory and stock shelves while requisitioning supplies as warranted.
- Adheres to all laws and regulations as set forth by the Federal and State Safe Drinking Water Act, EPA, and DHEC.

- Not abuse any City vehicles or equipment ensuring only normal wear.
- Maintain as current and not let expire any and all required licenses and certifications.
- Abide by all City policies.
- Perform other duties as assigned.

SAFETY

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses. All operators shall:

- Handle hazardous materials safely and with full knowledge of the potential dangers associated with the chemicals used on the job.
- Inform the proper authorities in the event of a chemical spill, assisting in the containment and evaluation of the impact of the spill.

MINIMUM QUALIFICATIONS

- Education and Experience
 - Graduation from High School or G.E.D. equivalent
- Knowledge and Skills
 - Basic knowledge of hand tools
 - Ability to perform heavy manual work for extended periods of time and in adverse weather conditions.
 - Ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public.
 - Ability to communicate effectively verbally and in writing.
 - Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Possess and maintain a valid South Carolina vehicle driver's license.
- Have a home telephone, cellular or land line, for employee to contact the workplace and the workplace to contact the employee.
- Be willing to rotate designation of being "on-call" whereby mobility is restricted and the employee is subject to be called in to work on emergency situations.
- Must reside within a twenty-minute drive of the workplace.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment including, but not limited to: pickup truck, pumps, compressors, generators, hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of the activities required and the work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel, and operate objects, tools, or controls and to reach with the hands and arms. The employee frequently is required to see, smell, stand and to talk and to hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works outside regardless of the weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic and caustic chemicals, and risk of electrical shock.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.