



## **WATER PLANT ASSISTANT / OPERATOR UTILITIES DEPARTMENT**

### **GENERAL DESCRIPTION:**

Provides overall facility management for the City's Water Treatment Plant. The nature of the work is such that considerable independence is allowed in directing the overall operations of the system. This position reports directly to the Senior Water Plant Operator and Public Works/Utilities Operational Supervisor. Must be flexible on work schedule.

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for the operation of the Water Plant.
- Ensures that facilities maintain compliance with all Federal, State and local regulations during day-to-day operations.
- Prepares narrative and statistical reports on facility operations, treatment or service delivery, commodity and chemical usage, equipment replacement and repair needs.
- Develops and supervises the application of techniques and methods in various process or system controls to increase the efficiency of facility operations.
- Demonstrates continuous effort to improve operations, streamline work process and work cooperatively and jointly to provide quality customer service.
- Performs related work as required to include the operation of the well heads.
- **Special Requirement** – This position is considered to be an “essential personnel.” It is required to have staff report to duty for emergencies such as floods, hurricanes, tornadoes, sinkholes, water/sewer breaks, and other crises to ensure public safety

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of applicable State and Federal regulations; principles, methods, materials and equipment of the water industry; functions and mechanics of facility machinery and equipment and routine and emergency service and maintenance requirements.

### **EDUCATION, TRAINING AND EXPERIENCE:**

Must possess a high school diploma or acceptable equivalency. Must have a minimum of one-year potable water utility experience.

## **ESSENTIAL PHYSICAL SKILLS:**

- CLIMBING: Ability to climb into and out of flocculators, sedimentation basins, etc.
- CLEANING: Clean parts and machinery, clean buildings, lab and work areas.
- CRAWLING: Under vehicles and equipment.
- DRIVING: Cars and trucks.
- HOLDING: Tools with both hands and all fingers.
- KNEELING: In one place for long periods of time.
- PULLING AND/OR PUSHING: Using both hands to operate large hand tools and/or pull such things as hoses or equipment.
- HEARING: Must be able to hear radio transmissions.
- SIGHT: Must be capable of seeing equipment and gauges.
- STANDING: Must be capable of standing for long periods of time.
- STOOPING: Must be able to stoop over for long periods of time.
- LIFTING: Able to lift 60lbs (2 man lift 100lbs).
- The ability to enter data or information into a terminal, PC or other keyboard device.
- Ability to read and convey basic information written and orally

## **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Obtain a valid Florida Driver's License within three (3) months of date of hire with a driving record acceptable to most auto insurance companies. Must attain OSHA Thirty (30) safety training courses or similar course training that provides certification of completion within one year. Attain a valid Florida Class C Drinking Water Treatment Plant Operator License within one (1) year of date of hire

**JOB LOCATION:** Utility Department, 6333 Ridge Road, Port Richey, FL 34668

**HIRING RATE:** Depends on Qualifications and Experience – Range \$19.25 – \$23.50

**CLOSING DATE:** Until Filled

Employee must obtain all licenses, certificates, and have a minimum of five (5) years of experience in this classification to reach the highest amount of the salary range and be eligible for the Senior Water Plant Operator position. Must pass a pre-employment drug screen and physical exam. Employees are subject to Random Drug/Alcohol testing throughout their employment.

Employees interested in this position should complete the City of Port Richey Internal Job Application and submit it to the City Human Resource Department. Application and complete job posting are available at [www.cityofportrichey.com](http://www.cityofportrichey.com) or by contacting the Human Resources office at (727) 816-1900 ext. 136 or email [i.nieves@cityofportrichey.com](mailto:i.nieves@cityofportrichey.com)

***The City of Port Richey is an Equal Opportunity Employer, a Drug Free Workplace, and does not discriminate based on race, color, religion, creed, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, marital status, or other status protected by law.***

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Employee Initial

\_\_\_\_\_  
Date