



WATER PLANT OPERATOR / PART TIME 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 Public Works/Utilities Operational Supervisor and Operations Manager. Must be flexible on work schedule. The water plant is a green sand filter process with an iron basin. Additional plant details can be provided by the Public Works/Utilities Operational Supervisor. **PART TIME POSITION: NO MORE THAN THIRTY-ONE (31) HOURS PER WEEK**

ESSENTIAL JOB FUNCTIONS:

- Responsible for the operation of the Water Treatment Plant
- Responsible for direct reporting to Local, County, and State agencies
- Ensures that all annual permits are complying with Local, County, and State agencies
- 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.
- Prepares all spreadsheets including meter and flow read updates
- Demonstrates continuous effort to improve operations, streamline work process and work cooperatively and jointly to provide quality customer service.
- Works with vendors and contractors on Water Plant or Well Field projects
- 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. Ability to understand and follow oral and written instructions, to work without direct supervision, attend and understand technical courses, assume responsibility for complete operation of treatment plants, detect problems in equipment operations, able to make sound, independent, decisions requiring treatment plant operations.

EDUCATION, TRAINING AND EXPERIENCE:

Must possess a high school diploma or acceptable equivalency. Must have a minimum of one-year potable water utility experience. A minimum of five (5) years as a water plant operator is preferred.

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.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess a valid Florida Driver's License 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. Must possess a valid Florida Class C Drinking Water Treatment Plant Operator License or higher.

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

HIRING RATE: Depends on Qualifications and Experience – Range \$24.75 – \$29.50

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 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 or by contacting the Human Resources office at (727) 816-1900 ext. 136 or email 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.

Employee Initial

Date