

**CRWSP
Job Description**

Job Title: Water Plant Operator A

Department: Water Treatment

Reports To: Water Plant Operations Manager

FLSA Status: Non-Exempt

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THIS DOCUMENT IS NOT INTENDED TO AND DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES ARE EMPLOYED ON AN AT WILL BASIS WHICH MEANS THAT EITHER THE EMPLOYEE OR THE EMPLOYER MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE.

Summary Compiles records and performs tasks to produce potable water for Union County, NC and Lancaster County Water & Sewer District by performing following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Operation of a water treatment plant

Performs lab tests on various stages of water production

Evaluates lab results, makes appropriate chemical feed changes to meet established parameters

Reviews and records meter readings

Ensures water demands in distribution systems control tanks of Union County and LCWSD are met

Complete required reports for review by Supervisor

Perform minor preventative maintenance on equipment as directed

Maintain grounds security, safety and cleanliness of the facility

Attend outside classes to maintain water certification and safety requirements

Ability to operate motor vehicles such as trucks and golf carts

Night shifts are required

36 hour followed by 48 hour work weeks are typical

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Responds promptly to customer needs.

Interpersonal Skills - Focuses on solving conflict. Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED)

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

Computer Skills

To perform this job successfully, an individual should have knowledge of SCADA system software; Microsoft Excel spreadsheet software and Microsoft Word software.

Certificates, Licenses, Registrations

Must have a valid driver's license with an acceptable driving record
Must possession and maintain a valid South Carolina "A" Water Treatment Operator certification.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to grasp, handle, or feel; reach with hands and arms and talk or hear. The employee may be required to turn, shut, or open valves with the operation of the plant. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Shifts are 12 hours in length.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos
Ability to write simple correspondence
Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

CRWSP's DRUG & ALCOHOL TESTING PROGRAM

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. Every employee and applicant should understand those dangers and be aware of the federal requirements and state guidelines concerning substance abuse in the *workplace. CRWSP is committed to creating and maintaining a workplace free of substance abuse. To answer this problem, CRWSP has developed a policy in conformity with Department of Transportation (DOT) Drug and Alcohol Testing Program Regulation 49 CFR Part 40 and Federal Motor Carriers Safety Administration (FMCSA) Regulation 49 CFR Part 382, the South Carolina Worker's Compensation Premium Reduction Act and the equal protection, search and seizure, and due process provisions of the U.S. Constitution.*

Drivers whose job duties require them to possess a valid Commercial Drivers License (CDL) and perform safety-sensitive functions regulated by DOT Agency Regulations are subject to the DOT testing regulations. With regard to those employees covered by DOT regulations, federal regulations shall be considered as preempting any inconsistent state or local laws or regulations. The purpose of this policy is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles covered by this policy.

An employee whose conduct violates this substance abuse policy will be subject to discipline in conformity with applicable state or local laws and regulations, as well as any other applicable written agreements or guidelines, up to and including employment termination.

CRWSP believes that the benefits derived from the policy objectives outweigh the potential inconveniences to employees, and the CRWSP earnestly solicits the understanding and cooperation of all employees in implementing this policy.

COMPENSATION

Employee shall be compensated on an hourly, 40 hour work week pay scale with overtime available after 40 hours worked and with prior approval from Supervision and/or Management. Employee shall be paid biweekly (26 times a year). Employee may be required to work a rotating shift schedule which may require the employee to work during the night time at the plant.

Pay range is based upon skills, education, certification, experience, etc.