

MARSHALL MUNICIPAL UTILITIES

WATER TREATMENT PLANT

JOB DESCRIPTION

Revised 08/23

TITLE: Operator I

PAY RANGE: 8

JOB LOCATION: Marshall Water Treatment Plant, 65 Highway at State Route N, Malta Bend.

NORMAL WORK SCHEDULE: Rotating shift. Days and shift hours determined by operating schedule. Includes after-hours, holidays and weekend duty as needed to respond to emergencies, storms, outages or equipment failure, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Perform routine duties necessary to operate and maintain the treatment plant, equipment, and tools. Conduct laboratory analyses. Employ basic operating procedures and treatment methods.

This job requires the following education and/or experience:

- (1) High School graduate or equivalent

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri Class F driver's license; and
 - b. Telephone (landline at residence or cellular)
- (2) obtained on the job:
 - a. Valid Missouri class D water treatment operator certificate of competency (within 1 year); and
 - b. Completion of a multi-week or correspondence training course in water treatment plant operation.

PRIMARY DUTIES OF JOB: Under appropriate supervision, operate plant to provide safe, potable water. Perform quantitative and qualitative chemical analysis on water. Collect and analyze water samples and record results on plant log. Enter same information into a computer. Clean lab, glassware and other lab-related equipment. Check wells, pumps, motors, gauges, analyzers and recorders. Make adjustments to chemical feed systems as directed to maintain water quality. Perform necessary lubrication and maintenance of plant and well equipment. Troubleshoot plant equipment. Handle hazardous chemicals. Be responsible for plant safety and security.

SECONDARY DUTIES OF JOB: Assist other plant personnel as needed. Clean and paint facility buildings as needed. May assume other duties as assigned.

To do this job you must be able to:

- Wear personal protective equipment including hard hat, eye protection, hearing protection, respirator, self-contained breathing apparatus, and fall protection harness;
- Apply basic math skills such as multiply, divide, add, subtract, averages, greater than, less than, etc.;
- Communicate effectively, in English, verbally in person, by telephone/radio, and through written material including correspondence, policy statements, and agreements;
- Operate various types of power and hand tools such as drills, saws, grinders, wrenches, hammers, screwdrivers, etc.;
- Operate various types of power equipment such as UTV's, mowers, string trimmers, blowers, skid steer, loader, spreader truck, snow removal equipment, etc.
- Draw one-line drawings showing measurements, repairs, location of materials, etc.;
- Work safely alone and with others in a compatible manner;
- Open and close large valves;
- Push buttons
- Turn switches on/off
- Operate a vehicle with frequent in and out
- Visually and accurately read and transfer data from graphs, maps, meters, counters, instruments, charts, and screens;
- Operate computer keyboard and access computer files;
- Understand metric conversion; and
- Accurately measure and transfer liquids from one container to another safely.

PHYSICAL DEMANDS:

- 1) Lift moderate to heavy weights (30-100 lbs.);
- 2) Climb in and out of deep ditches, pits, vaults, etc.;
- 3) Walk long distances over uneven ground;
- 4) Walk, climb and descend ladders and stairs;
- 5) Work in confined spaces and heights;
- 6) Squat, kneel, bend, and reach overhead;
- 7) Dig ditches by hand with shovels and spades; and
- 8) Wear respirator or self-contained breathing apparatus.

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, frozen, dusty and greasy).

SUPERVISION RECEIVED: Works under the direct supervision of the Water Treatment Plant Superintendent, or other as assigned.

SUPERVISION GIVEN: None.

MARSHALL MUNICIPAL UTILITIES

WATER TREATMENT PLANT

JOB DESCRIPTION

Revised 08/23

TITLE: Operator II

PAY RANGE: 10

JOB LOCATION: Marshall Water Treatment Plant, 65 Highway at State Route N, Malta Bend

NORMAL WORK SCHEDULE: Rotating shift. Days and shift hours determined by operating schedule. Includes after-hours, holiday and weekend duty as needed to respond to emergencies, storms, outages or equipment failure, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Perform routine duties necessary to operate and maintain the treatment plant, equipment, and tools. Conduct laboratory analyses. Employ advanced operating procedures and treatment methods.

This job requires the following education and/or experience:

- (1) High School graduate or equivalent; and
- (2) Minimum one year experience as a Water Treatment Plant Operator I (or equivalent work experience)

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri class C drinking water treatment operator certificate of competency;
 - a. Valid Missouri Class F driver's license; and
 - b. Telephone (landline at residence or cellular)
- (2) obtained on the job:

PRIMARY DUTIES OF JOB: Under minimum supervision, operate plant to provide safe, potable water. Perform quantitative and qualitative chemical analysis on water. Collect and analyze water samples and record results on plant log. Enter same information into a computer. Clean lab, glassware and other lab-related equipment. Check wells, pumps, motors, gauges, analyzers and recorders. Make adjustments to chemical feed systems as required to maintain water quality. Perform necessary lubrication and maintenance of all plant and well equipment. Troubleshoot plant equipment. Check laboratory inventory and order chemicals and reagents. Handle hazardous chemicals. Be responsible for plant safety and security.

SECONDARY DUTIES OF JOB: Assist other plant personnel as needed. Clean and paint facility buildings as needed. May assume other duties as assigned.

To do this job you must be able to:

- Wear personal protective equipment including hard hat, eye protection, hearing protection, respirator, self-contained breathing apparatus, and fall protection harness;
- Apply basic math skills such as multiply, divide, add, subtract, averages, greater than, less than, etc.;
- Communicate effectively, in English, verbally in person, by telephone/radio, and through written material including correspondence, policy statements, and agreements;
- Operate various types of power and hand tools such as drills, saws, grinders, wrenches, hammers, screwdrivers, etc.
- Operate various types of power equipment such as UTV's, mowers, string trimmers, blowers, skid steer, loader, spreader truck, snow removal equipment, etc.
- Draw one-line drawings showing measurements, repairs, location of materials, etc.;
- Work safely alone and with others in a compatible manner;
- Open and close large valves;
- Push buttons
- Turn switches on/off
- Operate a vehicle with frequent in and out
- Visually and accurately read and transfer data from graphs, maps, meters, counters, instruments, charts, and screens;
- Operate computer keyboard and access computer files;
- Understand metric conversion; and
- Accurately measure and transfer liquids from one container to another safely.

PHYSICAL DEMANDS:

- 1) Lift moderate to heavy weights (30-100 lbs.);
- 2) Climb in and out of deep ditches, pits, vaults, etc.;
- 3) Walk long distances over uneven ground;
- 4) Walk, climb and descend ladders and stairs
- 5) Work in confined spaces and heights;
- 6) Squat, kneel, bend, and reach overhead;
- 7) Dig ditches by hand with shovels and spades; and
- 8) Wear respirator or self-contained breathing apparatus.

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, frozen, dusty and greasy).

SUPERVISION RECEIVED: Works under the direct supervision of the Water Treatment Plant Superintendent, or others as assigned.

SUPERVISION GIVEN: On occasion, supervise others as assigned. May assist in or be responsible for the training of personnel in Operator I or apprentice positions as assigned by the Water Treatment Plant Superintendent.