

**Rivanna Authorities
Water Operator
Job Description**

Department:	Water	Job Status:	Regular Full-Time
FLSA Status:	Non-Exempt	Reports to:	Water Manager/Water Assistant Manager or Water Supervisor
Grade:	7-13	Positions Supervised:	None

SUMMARY

Performs routine tasks and necessary tests related to the treatment of potable water at treatment facilities and/or water pump stations; does related work as required.

Work is performed under the general supervision of the Manager, Assistant Manager or Water Supervisor of the Water Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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.

Awareness of treatment processes involving regular walking tours of facility, observing SCADA and Process Control Screens, performs and analyzes test results for water quality and anticipates and plans for treatment and flow changes;

Enters data in operational logs, and other permanent and temporary records and reports;

Communicates with other Operators both at same site and other sites providing pertinent information on flows and water quality and process details;

Observes operations of chemical feed systems, and replenishes as needed, monitors and measures feed rates on a regular and timely basis;

Collects samples and runs analysis of raw, settled, and finished water as scheduled, and performs analytical instrument calibration per specified intervals, and run special tests as required by supervisor.

Performs general housekeeping and other building and grounds tasks as assigned;

Performs routine and preventive maintenance;

Stays alert to current and pending operational problems;

Responds to maintenance problems with appropriate action and is aware of process alternatives.

May be assigned additional duties in department based on needs, experience, and license.

Aware of and abides by the RWSA personnel policies and practices.

Performs job tasks safely and abides by Authority safety regulations;

Demonstrates environmental awareness;

Senior operators may train and oversee the less experienced operators in the daily plant operations;

Maintains effective working relationship with Authority staff and the public;

Work conduct is professional;

Performs duties in accordance with all local, state and federal laws, rules and guidelines;

Frequently works alone exercising knowledge and skill while making decisions on the treatment process;

Attends training events and seminars to keep current with changes in regulations, become familiar with new technology, and to meet requirements of the Operator Continuing Education requirements;

Other related duties as necessary and assigned.

ADDITIONAL ESSENTIAL DUTIES PLANT SPECIFIC:

Observatory Water Treatment Plant

Monitor operations of all Water Department facilities, Water Tanks, Raw Water Reservoirs, ACSA Tanks, and RSWA facilities. Recognizes and responds to changes in appropriate manner;
Serves as after hours Response Coordinator and Information Center, and coordinating base station for the Radio Safety Check Program;
Prepares a variety of reports both internal and external to stakeholders.

South Rivanna Water Treatment Plant

Operate sludge handling facilities;
Monitors and operates Hydro Plant under RWSA guidelines;
Opens and closes gate to maintain security and allow public use of reservoir;

North Rivanna Crozet Water Treatment Plant

Rotates operating between the two different facilities;
Flexible scheduling is required.

Scottsville Water Treatment Plant

Performs Wastewater Operator duties at Scottsville Wastewater Plant , as required;
Assists Scottsville Wastewater Operator with maintenance and chemical handling when needed.

SUPERVISORY RESPONSIBILITIES

None

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

Any combination of education and experience equivalent to graduation from high school or vocational school and some experience in activities that require following both written and oral instructions and in using mathematics.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to the public or employees of organization.

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 to draw and interpret bar graphs.
Ability to calculate percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry and solve equations with multiple variables and one unknown.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited

standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Virginia Driver's License. Must possess or obtain the appropriate current Virginia Waterworks Operator's License based on a combination of education and experience and within a specified time frame.

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 frequently required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and have the ability to talk or hear; and taste or smell. The employee must routinely 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.

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 regularly exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS

Must be willing to work on rotating shift. Must be willing to accept assignment based on operating needs of the Authority. Must possess a personal or home phone.