

**LOUISA COUNTY WATER AUTHORITY**  
**JOB DESCRIPTION: WATER PLANT OPERATOR**

06/06/2023

**Summary:**

Reporting directly to the Water Operations Manager or Deputy Water Operations Manager, the Water Plant Operator performs skilled technical work in the operation and control of the water treatment process and the associated facilities. The Operator is responsible for providing the best quality potable water possible, meeting or exceeding all state and federal quality standards at all times and must have a proven and working knowledge of the processes and demands upon public water systems. The Water Plant Operator works within a general outline of work to be performed and develops work methods and sequences under general supervision. Additionally, the Water Operator may be asked to assist supervisory personnel and/or work closely with the other operators, trainees and/or apprentices. This is a non-exempt position.

**Essential Functions of the Position:**

- Monitors and evaluates the operation of the Water Treatment Plant, to ensure the continuing production of safe potable water.
- Monitors and evaluates gauge, meter, and control panel readings.
- Performs laboratory analysis, interprets data, and makes the appropriate process adjustments.
- Maintains operational log, data sheets, and prepares monthly regulatory reports.
- Continuously inspects and adjusts treatment plant equipment and processes to meet specified parameters.
- Assists with the performance of various other operations including filling hoppers with chemicals, backwashing filters, changing pumps, exercising valves, cleaning and repairing basins, etc.
- Inspects equipment, facilities and grounds for maintenance and safety needs; reports any issues requiring corrective actions as necessary.
- Maintains and repairs well system equipment; maintains well system water flow and disinfection dosage as specified.
- Maintains accurate and consistent technical records, charts and logs as required.
- Operates a variety of machinery and/or equipment such as raw water pumps, finished water pumps, backwash pumps, chemical feed pumps, lab instruments and pickup trucks.
- Utilizes a variety of tools and/or sets of tools to include various hand tools and specialized chlorine tools.
- Familiarity with toxic chemicals utilized in the plant processes and laboratory. Utilizes precautionary methods when handling chemicals.
- Performs general maintenance and housekeeping tasks as requested.
- Establishes and maintains effective professional relationships with work colleagues, supervisors, managers, as well as the general public.
- Performs other related duties as requested.

**Education, Experience and Training:**

- High school diploma or equivalent is required.
- Must have a current Class 2 Water Operator License or higher issued by the Commonwealth of Virginia.

**Knowledge, Skills and Abilities:**

*This position requires the following knowledge, skills, and abilities, **or** the aptitude to learn or acquire what is listed below. These are not to be construed as exclusive or all-inclusive.*

- Must have proven working understanding of the principles and functions of operating varying types of water treatment plants.
- Must possess working knowledge and understanding of the Virginia Health Department – Office of Drinking Water language and regulations as required.
- Ability to work independently, follow verbal and written directions and instructions, as well as perform and complete job requirements in a timely, accurate manner.
- This position will require dividing time among the Authority’s facilities to provide coverage as needed.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to recognize emergency situations and respond appropriately.
- Ability to complete OSHA/Safety training as required, follow safety protocols, and always conduct themselves in a safe manner.

**Working Conditions and Special Considerations:**

- **Environment:** Work is typically performed indoors and outdoors and often in extreme weather conditions (both hot and cold). The employee may be exposed to noise, dust, strong offensive odors, dirt, machinery with moving parts, irritating chemicals, cleaning solutions, solvents, oils, and petroleum products. Broad knowledge of appropriate safety precautions to take whenever handling toxic chemicals is necessary. Personal Protective Equipment is available and in certain instances, required.
- **Physical Effort:** Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening.
- **Strength:** Medium Workload - Lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.
- **Schedule:** The standard work week for full-time positions consists of 40 hours per week; however, this position requires a flexible, non-traditional schedule to accommodate the business needs of the Authority and to ensure the water treatment plant has consistent coverage, to include weekend and holiday hours. On-Call rotations are an essential function of this position. These will be assigned on a rotating schedule and determined by the facility manager.

**Working Conditions (continued):**

- **Extenuating Circumstances:** Employees may be required to stay at or return to work during times of high demand and during public health incidents or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

**Certifications and Licenses:**

- Must Possess a valid Virginia Driver's License.
- Must have a current Class 2 Water Operator License or higher issued by the Commonwealth of Virginia.

**Professionalism and Work Ethic:**

- Understands and consistently implements all Louisa County Water Authority policies and procedures.
- Requires regular attendance and adherence to LCWA policies and procedures regarding absences and tardiness and/or requesting time off from work.
- Maintains a high level of professionalism and demonstrates strong work ethics.
- Must be a "team player" and exhibit a positive, helpful attitude.
- Ability to establish and maintain effective positive working relationships with co-workers, supervisors, Authority employees, contractors, consultants, as well as the general public.
- Ability to resolve issues tactfully and diplomatically in a positive manner under sometimes stressful and sensitive situations.
- Willingness to participate in workshops, webinars, and other opportunities to further industry knowledge and increase job skills.

**Special Conditions:**

- Must be 18 years of age and possess a valid Virginia Driver's License.
- Must be willing to submit to a background check, including criminal history, and a Motor Vehicles check.
- Must consent to drug testing consistent with Louisa County Water Authority's Drug Free Workplace Policy.
- Positions include a twelve (12) month probationary period. During the probationary period, performance reviews will be held at 3 months, 6 months, and 12 months. Once the employee has successfully completed their probationary period, performance reviews will be held annually.

**Disclaimer:**

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the General Manager, department manager or deputy manager. Louisa County Water Authority reserves the right to revise or change job descriptions, job duties or

**Disclaimer (continued):**

working schedules based on their duty to comply with local, state, and federal regulations. This job description does not constitute a written or implied contract of employment.

**Acknowledgement:**

I have read, understand, and accept the duties, standards and expectations required of this position and hereby affirm my good faith compliance with all Louisa County Water Authority policies and procedures.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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