



## **JOB DESCRIPTION**

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**Job Title:** Water Treatment Operator II

**Department:** Water Plant

**Reports To:** Water Plant Supervisor

**FLSA Classification:** Full time, Non-exempt

**Revision Date:** March 2025

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### **I. Position Summary:**

The Water Plant Operator II is directly responsible for correctly and safely operating the Greer Commission of Public Work's Water Treatment Plant per South Carolina Department of Environmental Services (SCDES) regulations.

### **II. Position Responsibilities: Essential**

- Conducts analytical tests on water samples to determine proper water treatment and accurate chemical dosage control.
- Monitors and interprets plant operational instrumentation and takes appropriate action to ensure an adequate supply of properly treated water continuously enters the Greer Commission of Public Works' water distribution system.
- Operates and washes filter beds when necessary.
- Monitors distribution pumps and stand-by generator operation and takes appropriate action during power outages and other emergency situations.
- Follows outlined procedures for notifying proper personnel in emergency situations.
- Detects changes in the water quality and reacts appropriately to maintain a properly treated / finished water effluent.
- Monitors the operation chemicals feed equipment, conducts chemical feed equipment drawdown calibrations, and corrects problems or changes to an alternate feeder when necessary.
- Cleans and maintains chemical feeders and metering pumps per prescribed preventive maintenance methods.
- Understands federal and state laws and regulations pertaining to water treatment and properly abides by them with limited assistance.
- Responsible for maintaining all personal SC LLR required continuing education units.
- Personally responsible for maintaining validity of required Water Treatment Operator license.
- Performs bacteriological tests for coliform accurately reads / records sample results correctly and maintains sample chain of custody records neatly and accurately.
- Ensures quality water flocculation and coagulation at all times.
- Performs hourly bench analyses of pH, turbidity, chlorine residual, and fluoride residuals.
- Conducts tests and analyses according to Quality Control Manual, Standard Methods and SCDES regulations.
- Keeps accurate daily reports.
- Correctly and safely operates all plant pumping equipment and takes necessary steps to prevent pump failure.
- Take measures to ensure the safe handling of all water treatment chemicals.

**THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT-WILL EMPLOYMENT.**

- Avoids and protects against chemical contact using personal protective equipment per SDS and CPW requirements.
- Ensures that SCDES Laboratory Certification requirements are maintained.
- Monitors CPW distribution system of tank levels and pressure regulators. Promptly notifies distribution system personnel of high/low tank levels and/or pressure situations.
- Correctly uses pH meters, fluoride meters, chlorine residual meters, autoclave, bacterial incubator, turbidimeter, Jar Test machine, titration, carbon dioxide tests, alkalinity test, hardness test and other equipment.
- Keeps and maintains accurate records.
- Clean and sterilize glassware when necessary.
- Calibrates lab equipment as required.
- Occasionally collects and tests customer distribution water samples.
- Performs laboratory supply inventory and promptly notifies water plant manager when supply orders are required.
- Safely receives all chemical deliveries and ensures proper storage of all chemicals.
- Receives, unloads, and connects tests, maintains all documentation and records of chlorine ton cylinders.
- Ensures the security of water quality, water plant facilities, equipment, and staff.
- Promotes CPW's excellent water quality positively and professionally.
- Wear necessary protective equipment and exercise extreme safety in tool, equipment and vehicle operations.
- Understand and observe all safety rules and regulations.
- Complete CPR and first aid courses and keep certificate current.

**III. Position Responsibilities: Other**

- Other duties as assigned.

**IV. Essential Skills and Experience:**

- High School Diploma or equivalent required and 3 years relevant work experience.
- South Carolina Labor Licensing and Regulation, (LLR), Level B Water Treatment Operator's Certificate or higher.
- Valid South Carolina Driver's License required.
- Responsible for maintaining required continuing education for certifications.
- Must have knowledge and understanding of appropriate safety procedures and be able to respond in emergency situations.
- Above average reading, writing and mathematical skills.
- Ability to distinguish colors.
- Ability to work in extreme weather conditions for extended periods of time.
- Ability to tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind and rain.
- Ability to walk on uneven or steep ground.
- Ability to lift 75 pounds with or without reasonable accommodations.
- Demonstrated customer service skills.

- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong interpersonal and customer service skills required.
- Ability to multi-task, prioritize and deal with interruptions while meeting timely deadlines.
- Basic computer skills.

**V. Beneficial Skills and Experience:**

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**VI. Mental and Physical Demands (per ADA guidelines):**

**Physical Demands Lift/Carry**

Stand - F (Frequently)

Walk - C (Constantly)

Sit - O (Occasionally)

Handling / Fingering - C (Constantly)

Reach Outward - C (Constantly)

Reach Above Shoulder - C (Constantly)

Climb - F (Frequently)

Crawl - F (Frequently)

Squat or Kneel - F (Frequently)

Bend - F (Frequently)

Driving – O (Occasionally)

**Lifting**

10 lbs or less - C (Constantly)

11-20 lbs - C (Constantly)

21-50 lbs - F (Frequently)

51-100 lbs - F (Frequently)

Over 100 lbs - O (Occasionally)

**Push/Pull**

12 lbs or less - C (Constantly)

13-25 lbs - C (Constantly)

26-40 lbs - F (Frequently)

41-100 lbs - O (Occasionally)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the*

*Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

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Print Employee Name

Employee Signature

Date Signed

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Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed