

**Greencastle Area, Franklin County, Water Authority
Job Description**

WATER TREATMENT PLANT CHIEF OPERATOR

DEFINITION:

Water Treatment Plant Chief Operator shall work under the direction of the Authority Manager. This individual is responsible for the daily operation and maintenance of the Moss Spring Water Treatment Plant, Main Reservoir, Well Pumping Stations, Booster Pumping Station, Elevated Storage Tanks, and Authority grounds. **Chief Operator** shall be responsible for the supervision of Plant Operators, Technicians, and Trainees. This supervisory position is responsible for compliance with Federal, State, and Local laws and regulations applying to Water Plant Operation.

TYPICAL EXAMPLES OF WORK PERFORMED:

- 1) **Chief Operator** oversees the efficient and reliable operation, maintenance, protection and appearance of the property and facilities provided for the production, treatment and distribution of water. Orders materials, supplies and chemicals to maintain a sufficient inventory for the proper operation of the Water Treatment Plant.
- 2) Directs and assists in the proper calibration, operation and maintenance of laboratory and process control instrumentation and equipment.
- 3) Prepare, file and maintain all reports and records relating to the production and distribution of water and water service.
- 4) Take water samples and perform certain laboratory tests following fixed procedures. Read charts and keep records of water usage, chemical content, and rainfall. Report unusual findings to superior.
- 5) Generally, supervise all Authority owned property. Works inside and outside in all types of weather under physical demands.
- 6) Perform safe operation of trucks, tractors/mowers, and other motorized equipment.
- 7) Provide input to formulate the Water Fund's operational budget. Allocate and authorize applicable invoices for payment.
- 8) Maintain a secure and safe environment of facilities, grounds, and equipment; and exercise proper housekeeping practices.
- 9) **Chief Operator** may need to work occasional designated shifts in the absence of Operators, Technicians, or Trainees. Subject to emergency calls 24 hours a day, 7 days a week year round.
- 10) The above list is not all inclusive of the duties you will be required to perform on a daily, monthly or annual basis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, AND LICENSING STIPULATIONS:

- 1) A valid motor vehicle license is required, preferably issued by the state of Pennsylvania.
- 2) At minimum, a High School diploma or General Education diploma is required.
- 3) Understanding of mechanical and electrical principles of equipment operation is essential.
- 4) Experience and/or ability to learn operation of mechanical and electrical equipment used in the treatment and pumping of water. Comprehensive knowledge of the methods, practices, procedures, and routine repair and maintenance of water purification equipment used in the treatment of water.
- 5) Ability to operate plant equipment and to make routine equipment repairs, to read/record meter and gauge readings accurately. Clear and concise records must be maintained.
- 6) Ability to understand/perform basic mathematical calculations and algebraic procedures for lab and operational purposes.
- 7) Ability to perform various tests on water at different stages in the purification process including required water quality tests.
- 8) Ability to understand/follow oral and written instructions; to show initiative, resourcefulness, and good professional judgment.
- 9) Ability to effectively direct and supervise the activity of all WTP personnel in the daily operation, repair, and maintenance of equipment, facilities and grounds while exhibiting the highest degree of integrity.
- 10) Ability to maintain favorable public relations while working with PA DEP, plant neighbors, and others you encounter on the job.
- 11) Physical ability and willingness to enter confined spaces, lift up to 50 lbs., and work under harsh environmental conditions.
- 12) Understanding of annual operational budget for Water Fund and monitoring of expenditures throughout the year.
- 13) Use of Microsoft Word and Excel as well as other associated computer programs is required.
- 14) **Chief Operator** must possess/maintain a **Pennsylvania State Class B, E – Subclass 1, 7, 8, 9, 10, 11** Water Treatment Plant Operator's license as well as meet the other requirements of a licensed operator pursuant to PA DEP regulations.

I acknowledge that I have read the "Typical Examples of Work Performed" and "Required Knowledge, Skills, Abilities, Education, and Licensing Stipulations" for the Water Treatment Plant Chief Operator position; and I certify that I can perform these functions.

(Applicant Signature)

(Date)

(Witness Signature)

*****Management has the right to add or change these duties of the position at any time*****