



# Water Treatment Plant Operator Job Description

**Department:** Utilities Department  
**Supervised By:** Utilities Foreman  
**Supervises:** None  
**Bargaining Unit:** AFSCME  
**FLSA:** Non-Exempt  
**Status:** Full-Time

## **General Summary:**

The Water Plant Operator is under the general supervision of the Utilities Foreman. Operates and maintains a variety of water operating and testing equipment. Takes samples and conducts routine chemical tests to record and control treatment operations. Serves in an on-call basis to handle emergency situations.

## **City of Mason:**

More than any other criteria, the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:**  
We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:**  
The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:**  
We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.
- **Our Culture:**
  - **One City:** No job, task, or employee is more important than another.
  - **Whole Person:** We must balance life outside of work and prioritize professional development to ensure that we are in the best position to implement our jobs.
  - **Solution Mindset:** All levels have to be empowered problem solvers to serve the customer and the City effectively.

## **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Take water samples at required frequency and locations in the treatment process.
2. Carry out and record results of a variety of standardized laboratory tests for water.
3. Clean, calibrate and maintain laboratory equipment and order supplies.

4. Notify the Utilities Foreman of abnormal test results. Advise and assist in making adjustments in the chemical processes to meet required treatment standards.
5. Record and maintain accurate records of results.
6. Mix chemicals
7. Examine pumps and maintain.
8. Maintain shift log.
9. Performs *related work as required*.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a High School degree from an accredited school or a G.E.D. equivalent supplemented with courses in chemistry, biology and related subjects.
- A valid Michigan driver's license is required.
- Ability to obtain any required/recommended EGLE water licenses.
- Knowledge of the safety procedures and precautions of water plant operation.
- Knowledge of the procedures and practices of laboratory safety.
- Skill in operating and maintaining a variety of plant equipment.
- Skill in maintaining test records and compiling related reports.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to interact with public/customers in a courteous and professional matter.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 required to be able complete the following physical requirements.***

- Ability to ascend or descend ladders, and the like, with ease and agility.
- Ability to maintain body equilibrium to prevent falling from precarious situations that may

occasionally arise.

- Ability to lower the body to floor level and move about, kneel, crouch and crawl. Ability to extend one's arm(s) in any direction and an ability support oneself in an erect position.
- Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
- Ability to substantially press against an object with steady force in order to thrust forward, downward or outward.
- Ability to raise substantial objects from a lower to a higher position or to move objects horizontally from position-to-position.
- Ability to be subject to substantially repetitive motions of the body or its part.
- Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.
- Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means. Ability to perceive the nature of sounds with no less than a 40-decibel loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction.
- Ability to walk on wet or varied surfaces.
- Ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors.***

- Frequently exposed to inside environmental conditions.
- Frequently exposed to outside environmental conditions.
- Frequently exposed to weather and temperature changes—as activities occur both inside and outside.
- Occasionally exposed to cold; temperatures that may be below 32 degrees for periods of more than one hour.
- Occasionally exposed to heat; temperatures that may be above 100 degrees for periods of more than one hour
- Frequently exposed to noise.
- Frequently exposed to vibration – exposure to oscillation movements of the extremities or whole body.
- Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current,

working on ladders or elevated platforms.

- Occasionally exposed to atmospheric conditions, such as fumes, odors, dusts, gases or poor ventilation.
- Constantly required to wear safety equipment, such as hard hats and leather work boots.
- Exposure to lost-time accidents possible, such as severe injuries to back, eye, hand, leg or foot; loss of finger, carpal tunnel etc.
- Compliance with normal safety precautions necessary to prevent lost-time accidents to others. Inattention or careless operations may cause loss-time injury to self or others.

*The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.*

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