



**BOARD OF PUBLIC WORKS**  
**JOB ANALYSIS SCHEDULE**  
**SENIOR OPERATOR - WATER TREATMENT PLANT – UTILITY SYSTEM**  
*Non – Exempt – Safety Sensitive*

**WORK PERFORMED:**

The Water Treatment Plant (WTP) Senior Operator works under the direct supervision of the Water and Wastewater Facilities Supervisor. The Senior Operator shall be considered the responsible operator in charge of the WTP and water system, and referred to by the Missouri Department of Natural Resources (MDNR) as the Chief Operator. The Senior Operator is responsible for all water quality compliance. The Senior Operator position is supervisory in nature, is covered by the collective bargaining agreement with the IBEW Local 2 and includes supervising the daily tasks of the other WTP operators. The job duties include, but are not limited to:

- Performs routine supervisory administrative duties (for example: scheduling of shifts, assigning work, ensuring testing and other WTP functions are done correctly, etc.). The Senior Operator may be afforded supervisory training opportunities to better prepare him/her for these supervisory job duties.
  - Water Plant operations and maintenance, including adjustments to meet flow conditions, process control, laboratory operations, maintain plant operating records/logs and related incidental duties.
  - Oversee repairs, replacements and preventative maintenance on all plant equipment and facilities. Perform custodial and building maintenance, including upkeep, cleaning, and care of grounds of the Plant site.
  - Must be available 24 hours per day and 7 days per week via telephone to answer WTP questions and respond to emergencies. This is an MDNR requirement of WTP Chief Operators.
  - Collect samples from various plant flow streams, using both manual and automatic sampling points, perform or oversee water quality/process control tests (pH temperature, alkalinity, hardness, and chlorine residuals, turbidity, bacteriological, etc) properly enter test results in plant records system both manually and via a computer. Operator must know and follow applicable standard methods for all laboratory work.
  - Properly oversee the Water Treatment Plant during shift operation, immediately respond to process upsets/equipment malfunctions, and report any potential non-compliance conditions immediately.
  - Manual labor in connection with job duties including operation of equipment, use of tools, operation/calibration of instruments and various maintenance activities at the plant.
  - The Senior Operator must possess a valid Water Treatment Certification, Level A . It is the operator's responsibility to maintain a current and valid water treatment certification at all times.
  - The Senior Operator must have at least 5 years of Water Treatment Operating experience, and preferably in a surface water plant. This position requires the Operator to perform a variety of tasks, including manual labor, laboratory procedures, maintenance/repair work, custodial duties, therefore, the individual must be knowledgeable and able to perform the following:
- Water Treatment Plant Elements:
  - Be knowledgeable of Plant's treatment processes, coagulation, flocculation, sedimentation, disinfection and accept responsibility for proper control of said processes.
  - Be knowledgeable of engineering construction drawings and be able to interpret drawings as they relate to Treatment Plant operations.
  - Be knowledgeable of, be able to operate, pumps, valves, compressors, mechanical/electrical controls, chlorine feed equipment, and various laboratory testing equipment.
  - Be knowledgeable of water tower and pumping stations operations and maintenance. Also should be familiar with system/hydrant flushing, and how it relates to water quality.
  - Be knowledgeable of HBPW safety program, safety procedures, reporting requirements and comply with all safety rules. Special emphasis shall be placed on knowledge of hazards associated with water treatment facilities; including dangerous conditions associated with high pH, acidic chemicals, and confined spaces. Special training on the correct use of various safety devices will be necessary including such items as lab equipment, safety belts, gas monitors, and SCADA.

- Be knowledgeable of and comply with standard safety practices and risk management program when working in, harmful chemicals that you may encounter.
- Be knowledgeable of all permits, permit conditions, operating procedures, notification procedures, requirements, current and future EPA and MDNR regulations, and other requirements which apply to the Hannibal Water Treatment Facilities and adhere to same.
- Be knowledgeable of computers using Microsoft Office software and capable of operating one effectively. Be familiar with Wonderware plant control software and able to manipulate screens. A key part of the Senior Operator's duties is to ensure the WTP tracking and reporting documents are accurate and up to date. These documents are sent to MDNR, and are considered compliance records.

#### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Responsible for completing all job duties and other assigned tasks efficiently, timely, safely, properly and correctly.
- Responsible for personal/jobsite safety and compliance with HBPW Policies.
- Able to perform all physical job functions and knowledgeable of the Water Treatment Plant elements.
- Possess a valid driver's license, able to properly operate HBPW vehicles and plant equipment.
- Able to use tools, equipment and maps common to Treatment Plant operations.
- Able to perform manual labor tasks, able to report to work on short notice during emergencies and able to work extended shifts during manpower shortages.
- Understand and implement safety regulations and policies of the HBPW, including those in various manuals as well as those directly taught by Supervisor. Attendance at safety meetings is required as well as the immediate reporting of accidents, incidents, violations, improper acts and defective equipment. All work shall be performed safely, with equal emphasis on the safety of the employee, other fellow workers and that of the General Public. Employee will not proceed with any assigned work function if in doubt as to correct procedure.
- Conduct shall comply with safety rules, standard operating procedures, verbal instructions, working rules, personnel policies, Memorandum of Understanding, and other applicable standards. While on duty, the interaction with the General Public and other workers shall be courteous, and a positive attitude shall be displayed. Employee evaluations shall be performed and any unsatisfactory aspects of the evaluation shall be corrected by the next evaluation.
- Able to follow oral and written instructions, able to accurately and neatly complete operating records/test results/plant log sheets. Must be able to operate calculator, read Plant meters, install sampling equipment, read/replace recorder charts, and make responsible decisions regarding plant operations, process control adjustments and emergency notifications. Any and all potential violations of environmental requirements are to be immediately reported to Supervisor.
- Able to effectively communicate, orally and in writing, able to work well with others, and able to work alone without supervision. Individual must be self-motivated and reliable. When required, Operator shall assist in and be a willing participant in the training/orientation of other Operators.
- Able to improve skills, talents and knowledge of subordinate Water Treatment Plant operators. Attending technical and managerial training/conferences is an expectation of the Senior Operator.

#### SAFETY RESPONSIBILITIES:

The Operator is required to comply with all safety regulations of the HBPW. The Operator is a Safety sensitive position, performing safety sensitive functions that directly affecting the safety and wellbeing of oneself, plant workers and the public. All positions must comply with the HBPW Drug Free Work Place policy

#### PHYSICAL DEMANDS:

- The physical capabilities of the Operator are described in relation to those needed to successfully perform the essential functions; however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the employee to walk, sit, climb stairs and ladders, talk, hear, use hands and fingers for job functions, ability to reach with hands and arms and the ability to voice communicate. Employee must have hand-eye coordination necessary to operate various tools and equipment of the HBPW. Employee shall have close vision and the ability to focus. Employee shall be able to lift at least 75 pounds. Employee must be able to work under adverse conditions including dampness, wet weather, hot weather, snow, ice, etc. and may be required to work outdoors.
- The job tasks involve intensive manual labor, including digging, lifting, standing, walking, stooping, bending, kneeling, and tool and equipment operation.
- Able to improve skills, talents and knowledge of Treatment Plant operations as well as management of personnel. Improved skills, talents, and responsibilities shall be expected with time.
- Able to report to work promptly and fulfill job duties. Attendance record shall be good, free from excessive absences. Operator shall be required to report to work daily in clean uniforms as provided by the HBPW.
- Able to relate responsibly and respectfully with other employees and the General Public.

