



Board of Public Utilities City of Cheyenne, Wyoming

WATER TREATMENT PLANT MAINTENANCE OPERATOR 1

Division: **Water Treatment** Class Code: **5523**
Revised Date: **August 2019** FLSA Status: **Non-Exempt**

GENERAL PURPOSE:

Under direct supervision, performs basic, semi-skilled, and skilled labor in the inspection, maintenance and repair of Water Treatment Plant (WT) equipment for the Board of Public Utilities (BOPU); maintains and adjusts equipment to meet job specifications and technical codes.

DISTINGUISHING CHARACTERISTICS:

The Water Treatment Plant Maintenance Operator 1 is the trainee classification. Under direct supervision from more senior maintenance operators, plant operators, and Plant Supervisor, performs a variety of semi-skilled and skilled duties in the maintenance and repair of WT equipment and facilities and plant operations as needed; performs work in a somewhat independent manner, may provide basic training and direction for lower level or less senior maintenance operators and plant operators; responsible for activities occurring during their work shift that fall within skill level and scope of authority; advances to Water Treatment Plant Maintenance Operator 2 after gaining experience and knowledge, obtaining required certification and demonstrating job proficiency.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Works independently, and makes appropriate decisions based on work experience and training; examines equipment malfunctions and troubleshoots actual and potential problems; repairs, disassembles, rebuilds and adjusts equipment and components; fabricates and reconditions parts as needed.
- Performs skilled work in the inspection, maintenance and repair of water treatment plant equipment and components; reads and interprets technical manuals, schematics and blueprints.
- Checks facilities and equipment to verify proper operating conditions and identifies maintenance needs; repairs equipment and components, and performs preventive maintenance on electrical, mechanical and other equipment and components as needed.
- Repairs, cleans and adjusts equipment and components; verifies equipment functions meet job specifications and technical codes.
- Performs maintenance activities within scope of authority, and in accordance with all safety regulations and procedures, repairs and replaces components for plant equipment; repairs and maintains buildings and structures.
- Maintains work areas in a safe and orderly condition; operates and maintains a variety of specialized vehicles and equipment in accordance with all safety regulations and procedures; identifies and reports vehicle and equipment problems requiring additional repair.
- Maintains daily work logs and records of maintenance services performed; researches technical information on equipment; assists supervisor in ordering parts and supplies.

JOB DESCRIPTION

Water Treatment Plant Maintenance Operator 1

- Performs duties of Water Treatment Plant Operator and responds to emergencies as needed to meet workload demands; trains work crews in the use of specialized tools, equipment and work methods.
- Participates in the Respiratory Protection Program.
- Follows all safety rules and regulations, and closely follows verbal and written instructions; reports safety hazards, equipment problems, security issues and emergency situations.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND three year's experience in industrial or commercial maintenance preferably in water/wastewater plant maintenance; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Class A Commercial Driver's License (CDL) valid in Wyoming with good driving record.
- Must obtain Level I Water Treatment Plant Operator certification from Wyoming Department of Environmental Quality (WDEQ) within one year of date of hire.
- CPR/AED Certification.
- Depending on the needs of the BOPU other job specific training and certifications may be required.

Required Knowledge of:

- BOPU and Division policies and procedures.
- Federal, state and local laws and regulations governing WT plant operation, including United States Environmental Protection Agency (US EPA) and WDEQ standards.
- Federal, state and local safety rules and regulations; Occupational Safety and Health Administration (OSHA) requirements, safe work practices and safety precautions in a water treatment plant environment.
- OSHA Safety Data Sheets (SDS) for hazardous chemicals in the workplace.
- Methods, materials, and standards used to install, test, maintain and repair water pumps, meters, valves, electromechanical components, and electrical and electronic controls.
- Methods, practices, standards and specifications required for compliance with US EPA and WDEQ regulations.
- Tools and equipment used in water utility system maintenance and repair procedures.
- Principles and methods of maintenance and operation of water facilities including Supervisory Control and Data Acquisition Systems (SCADA), and servicing requirements of plant machinery and equipment.
- Mathematics used in problem solving related to water treatment applications and processes.
- Operation, maintenance, repair and safety standards for motorized equipment and vehicles.
- Understanding of process control theory and practical application to BOPU treatment processes.
- Methods, practices, standards and specifications required for compliance with water treatment regulations.
- Federal, state and local safety laws and regulations, Occupational Safety and Health Administration (OSHA) requirements.
- Standards and specifications for compliance to water regulations.

Required Skill in:

- Interpreting and applying policies and procedures.
- Monitoring operations, and identifying maintenance and safety issues.
- Using specialized tools and equipment to perform skilled electrical and mechanical repair work.
- Making operating adjustments and repairs to water plant equipment and components.
- Reading and interpreting gauges and recording devices.
- Identifying unsafe conditions and mechanical problems.

JOB DESCRIPTION

Water Treatment Plant Maintenance Operator 1

- Following safe work practices.
- Making algebraic calculations
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers.
- Effective verbal and written communications.
- Operating personal computers, utilizing a variety of standard and technical software.

Working Conditions:

Work Environment: Required to take on-call and call-back responsibility outside of normal work hours and on weekends and holidays; required to work overtime and respond to emergencies as requested; work is performed indoors at WT plant facilities 70% of the time and 30% of the time outdoors in all weather conditions which may range from mild to extreme hot, cold, wet, humid, and windy; may be exposed to safety hazards and dangerous tools and equipment, including working near high-voltage equipment, contact with a variety of corrosive and toxic chemicals and gasses such as, chlorine, ferric sulfate, fluoride, various polymers, calcium/sodium hypochlorite and caustics; frequent travel to remote off site locations is required.

Physical Demands: Moderate to heavy physical work requiring ability to stand 25%, walk 45% and sit 30% of the time. Position requires occasional lifting up to 60 pounds (chemical bags, valves, check valves) and pushing and pulling up to 250 pounds (pallet jack loaded with chemical bags or valves); lowered work in a standing, stooping/squatting or kneeling position is performed on an occasional basis when maintaining pumps, motors, collecting samples and cleaning; manual dexterity is required to loosen and tighten bolts; climbing stairs is performed frequently to access various plant areas; ladder climbing is performed on occasion to clean launders in the plate settlers, change light bulbs and to inspect and maintain various types of equipment; repetitive trunk rotation in standing position is performed on occasion when running samples, using weed eater and shoveling snow; repetitive arm use is required on a frequent basis to perform cleaning duties, opening and closing valves and equipment operation; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; frequently required to use hands and fingers to handle objects, operate controls and equipment, and to operate a computer and keyboard; constantly required to hear equipment operation and ordinary conversations and to verbally communicate with other staff.

**JOB DESCRIPTION
Water Treatment Plant Maintenance Operator 1**

**BOARD OF PUBLIC UTILITIES
CERTIFICATION REQUIREMENT**

WATER TREATMENT PLANT MAINTENANCE OPERATOR

All Water Treatment Plant Maintenance Operators must obtain and maintain Certification through the Wyoming Department of Environmental Quality as follows:

Level 2 Water Treatment Plant Operator Certification

- Must hold Level 2 Water Treatment Plant Operator certification from Wyoming Department of Environmental Quality to be hired into position.

Level 3 Water Treatment Plant Operator Certification

- Must pass Level 3 Water Treatment Plant Operator Certification test from Wyoming Department of Environmental Quality within two years and six months of hire into position.

Level 4 Water Treatment Plant Operator Certification

- Level 4 Water Treatment Plant Operator Certification from Wyoming Department of Environmental Quality is encouraged but not required. Employee may receive promotion and pay increase if Level 4 Water Treatment Plant Operator Certification is achieved.

I acknowledge receipt of my Job Description and Certification requirements for my position as a Water Plant Maintenance Operator for the Board of Public Utilities, Water Treatment Division. I understand that I am responsible for maintaining all required certifications while employed as a Water Treatment Plant Maintenance Operator.

Employee

Date

Supervisor

Date