

Job Description

Water Treatment Plant Operator

Water Treatment Plant Operator

03/05/2015

JOB TITLE: Water Treatment Plant Operator
DIVISION: Water Quality Management
LOCATION: La Guerite Water Treatment Plant

PURPOSE OF THE POSITION

The Water Treatment Plant Operator is responsible for the operation of the water treatment plant to ensure that consumers have and safe and reliable supply of water.

EDUCATION

Candidate to possess 4 CXC passes at general proficiency level, to include English, Mathematics and one other science subject.

Successful Completion of Level one (I) AWWA certification for water and wastewater operators or equivalent

EXPERIENCE

Three (3) years experience in a similar field

SCOPE

The Treatment Plant Operator (TPO) reports to the Inspector of Water Quality

The TPO is responsible for maintaining the treatment plant and all its facilities. Failure to provide adequate services will jeopardize the health of consumers. Failure to meet water quality standards will compromise the well-being of consumers. Failure to deal with residents and the public in a courteous and respectful manner will lead to complaints and disaffection with the service.

RESPONSIBILITIES

Maintain the water treatment plant systems in order to ensure the availability of a safe and reliable water supply.

Main Activities

- Maintain treatment plant systems

- Supervises the operation, backwashing and cleaning of filter beds
- Inspect, service, operate and repair components of plant including pipes, valves, pumps, meters, water storage vessels and chlorination equipment
- Supervises and schedules the activities of TPO Assistants and auxiliary staff
- Ensures adequate supply of water for human consumption and fire fighting
- Regulates and records flow of water, and checks water levels in sedimentation, tanks, filters and distribution reservoir.
- Operates chlorinator, controls chlorine dosing and performs residual chlorine testing and other basic chemical and microbiological tests.
- Arrange for major repairs
- Maintains operating logs, records working time of Water Treatment personnel
- Keeps a daily log of Water Treatment Plant activities
- Inspects the plant systems on a daily basis to ensure effective operations
- Performs other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

Water systems management

Water sampling and testing techniques

Inspection procedures

Basic knowledge of mechanical and plumbing systems

Water plant operation and maintenance including pumps, valves, chlorinators

Water distribution and collection systems, including pipes, watermains, manholes, hydrants.

Skills

The incumbent must demonstrate the following skills:

Excellent mechanical skills

Ability to operate and maintain water equipment and systems

Team leadership and management skills

Analytical and problem solving skills

Literacy skills including the ability to read manuals

Effective verbal and listening communications skills

Stress management and time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes

Maintain department's standards of conduct

Be respectful and flexible

Possess a dedication to the position and customers/community

Demonstrate sound work ethics

Be consistent and fair

WORK HOURS

Regular Hours: Monday to Friday 7:00am to 3:00pm

Maybe required to work beyond regular hours to maintain supply to customers or reduce the length of service interruption.

May be required to work on week ends.

WORKING CONDITIONS

Physical Demands

This is a physically strenuous and demanding job.

Will be required to lift, pull while managing equipment and objects

Have to work through all weather, heat and cold, sunshine or rain

Handles dangerous materials, requires dexterity to be safe and efficient to eliminate potential of contamination and infection of self and others

Environmental Conditions

Required to work outside under all environmental conditions

May be exposed to unpleasant sights and smells

May be exposed to dangerous and or toxic substances

Must take necessary precautions to protect eyes, nose and skin irritation and infection

Sensory Demands

May be exposed to unpleasant sights and smells

May be exposed to dangerous and or toxic substances

REPORTING AND ORGANISATIONAL RELATIONSHIPS

Reports To:

Nature of Supervision Received:

Directly:

Inspector of Water Quality

Periodic supervision to ensure water quality and safety standards are being maintained. Evaluate the overall performance of the treatment plant.

Supervision Given To:

Nature of Supervision Received:

Directly:

Assistant Plant Operators

Close supervision based on plant operations and maintenance procedures, water quality standards and safety requirements.

LIASISES WITH:

Internally:

Water production, operations and distribution staff.

Externally:

Ministry of Environmental Health Water quality monitoring staff

AUTHORITY TO:

Delegate tasks to team members

Sign off on water quality reports

Sign off on data generated at WTP

PERFORMANCE CRITERIA

The job is satisfactorily performed when:

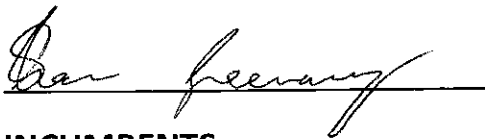
Water quality standards are maintained

Water supply to the public is safe and reliable

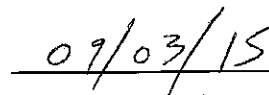
Operations safety standards are maintained

Production and other data are accurate and generated in a timely manner

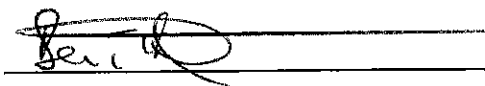
This document is a true and accurate description of the position



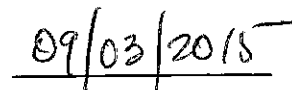
INCUMBENTS



DATE



HEAD-OF-DEPARTMENT



DATE