



CITY OF WALHALLA POSITION DESCRIPTION

CHIEF WATER PLANT OPERATOR

(STARTING SALARY ~ \$75,000)

GENERAL PURPOSE

Performs supervisory, technical and administrative work in the operation, maintenance and management of the City's water treatment plant, distribution system support and pretreatment program. Responsible for ensuring the safe, efficient, and compliant production and delivery of potable water in accordance with all applicable local, state, and federal regulations.

The Chief Water Plant Operator oversees plant operations, supervises assigned staff, manages operational reporting and financial processes and serves as the primary point of contact for regulatory agencies regarding water treatment plant operations.

SUPERVISION RECEIVED

Works under the general supervision of the Utilities Director and/or City Administrator.

SUPERVISION EXERCISED

Exercises direct supervision over water plant operators and assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises plant personnel directly and through coordination of daily operations.

Coordinates employee work schedules, assignments and on-call rotations to ensure continuous plant operation.

Conducts annual performance evaluations and provides training and guidance to staff.

Operates and monitors water treatment plant systems including pumps, filters, chemical feed systems and control equipment.

Maintains proper treatment processes by adjusting chemical feeds and system controls to ensure compliance with regulatory standards.

Performs and oversees routine inspections of plant equipment, storage tanks and system components.

Collects and reviews water samples and laboratory testing results to ensure water quality compliance.

Maintains and reviews operational logs, reports and regulatory documentation.

Serves as the primary point of contact for the Walhalla Water Treatment Plant with local, state and federal regulatory agencies.

Ensures compliance with all applicable regulations, including those established by the South Carolina Department of Environmental Services (SC DES) and the Environmental Protection Agency

(EPA).

Prepares, reviews and submits required regulatory reports and progress reports.

Processes and maintains financial and technical reports related to plant operations.

Enters purchase orders and submits invoices for payment in accordance with City procedures.

Maintains inventory of chemicals, supplies and equipment necessary for plant operations.

Assists in the preparation of the annual department budget and monitors expenditures.

Performs preventative maintenance and coordinates repairs for plant equipment and systems.

Supports distribution system operations as needed, including monitoring system performance and responding to service issues.

Ensures all safety procedures are followed and that staff are properly trained in safety practices.

Responds to emergencies and participates in after-hours callouts as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or G.E.D. equivalency; and

Five (5) years' experience in water treatment, water system or a related field with two (2) or more years supervisory experience;

Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of water treatment processes, distribution systems, and applicable regulations.

Knowledge of supervisory practices and personnel management.

Ability to manage operational and financial reporting processes.

Ability to operate and maintain mechanical and electrical equipment.

Ability to interpret laboratory data, gauges, and system controls.

Ability to communicate effectively with staff, regulatory agencies, and the public.

Ability to prepare and maintain accurate records and reports.

Ability to perform physical labor and work safely in a variety of environments.

SPECIAL REQUIREMENTS

Class B Water Pretreatment Certification or higher is required

Class B Water Distribution Certification or higher is preferred

Valid South Carolina driver's license or ability to obtain prior to employment

TOOLS AND EQUIPMENT USED

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment, such as telephone, copier and fax; pumps; valves; meters; laboratory testing equipment; and related utility equipment.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of emergencies which require long periods of time walking and standing. The position involves physically risky functions under emergency conditions. May be required to walk on uneven terrain, push, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Must be physically able to exert up to fifty pounds of force occasionally and frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet in the office setting to moderate in the field.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.