

# FORREST CITY WATER UTILITY

## WATER OPERATOR - WATER TREATMENT

Revised: January 2021

Position Reports to: Water Treatment Supervisor  
Subordinate Staff: Operator in Training

The Water Treatment Operator is responsible for the operation of the Supply Wells, Water Treatment Plants, Storage Tanks and Pumping Stations on an assigned shift.

### ESSENTIAL FUNCTIONS

Performs the daily operation of the Utility's water treatment plants, storage facilities and pumping stations. Maintains records and logs of flow, chemical usage, maintains charts, maintains log of problems, power failures, equipment, and problems during Operator's shift.  
Performs basic/minor electrical troubleshooting and repair.  
Performs maintenance and repairs on pumps and other equipment.  
Performs required laboratory analysis such as chlorine residuals, fluoride residuals, and any other required tests.  
Troubleshoots and corrects basic PLC and MTU programming issues.  
Assists with delivery of chemicals to ensure proper storage and handling.  
Receives trouble calls and acts as dispatcher on weekends and holidays for system problems.  
Informs WS Supervisor of problem areas, supplies needed, equipment that needs replacing and assists in scheduling preventive maintenance.  
Performs minor repairs and maintenance, "housekeeping" and clean-up duties as required of treatment plant, pumping stations and grounds. Performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to read, write, perform mathematical calculations for required records and laboratory tests.  
Ability to perform required laboratory tests.  
Ability to read blueprints, charts and meters.  
Ability to read and interpret equipment operation and maintenance manuals.  
Ability to write plainly for record keeping.  
Ability to lift and move 60-pound sacks, move up and down ladders, & pass through a 24-inch manhole ring.  
Ability to work in inclement weather.  
Ability to use SCBA respirators.  
Knowledge of Computer Fundamentals and the ability to use MS Word and Excel  
Knowledge of basic Hydraulics and pump controls

### OTHER QUALIFICATIONS

Must maintain a personal telephone and subject to call 24-hours a day, 365 days a year.  
Must have and maintain a valid Arkansas Driver's License and be insurable with the Utility's insurance.  
Must be willing to work overtime when needed.  
Must be able to work weekend shifts.  
Must be able to report for emergency duty within 30 minutes of request.

### SPECIAL QUALIFICATION

Must have and maintain a Class IV Water Treatment License, a Class IV Distribution License, and a Class I Wastewater License or a combination of experience and education to provide the required level of knowledge and abilities. Must pass the Treatment and Distribution test within 18 months of hire or assuming the position.  
Must pass Wastewater License within 24 months of hire or assuming the position.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.