



## CLASSIFICATION DESCRIPTION

TITLE: UTILITY SYSTEMS WATER TRAINEE THROUGH OPERATOR III JOB CODE: 5 / 6 / 9 / 11 / 13(Non-Exempt)

### GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform diagnostic and equipment control operations to regulate collection, treatment, dispersal and disposal of water/wastewater in the City's Utilities Department according to the area of assignment. Trainees applying for the operator position must meet the requirement of passing the Florida Department of Environmental Protection state exam within the first 15-months of hire. Both operators and trainees are responsible for performing and interpreting routine laboratory analysis, comprehending treatment operations and developing troubleshooting skillset, maintenance duties, and housekeeping. Operators & trainees can advance through auto promotion up to the Utility Systems Operator III by increasing Florida Department of Environmental Protection certification levels based on the type of facility you are located. The overall objectives are to maintain complex water treatment systems to provide safe potable drinking water to the City of Palm Coast.

### SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. Applicants must be highly motivated and demonstrate operational awareness and self-initiative since shift work (typically evening and midnight) are operated by a one person crew.

- Performs routine and highly skilled operational and regulatory work in the testing and treatment of City water in compliance with all applicable City, State and Federal regulations and guidelines; regulates water flow and water pressure equipment in the City's Utilities Department.
- Monitors various flow and composition levels of water processing, effluent flow; storage tank levels; pH, lime slurry flow rates, and chemical levels; modifies flow and chemical feed rates to ensure appropriate levels.
- Monitors various operational aspects of water processing, e.g., chemical use; normalizing system data; generator use; permeability's and filtration rates. .
- Collects and performs laboratory sample analysis to ensure adherence to safety and regulatory chemical parameters; monitors chemical inventory to ensure appropriate supply/stock levels at all times.

- Performs and records chemical and pressure sampling and laboratory testing; general housekeeping duties, calculates results/readings; ascertains performance and quality; performs appropriate equipment adjustments and calibrations.
- Performs various maintenance practices; clarifier cleaning, lime slaker maintenance; painting pipes and equipment; manual clean-in place practices of membrane operation
- Coordinates with utility crews on leaks, main breaks, or related critical events; responds to emergency call-in in disasters or other critical events.
- Performs routine maintenance and repair duties of water operation equipment and facilities, e.g., pumps, storage tanks, aerators, clarifiers, filters, motors, pulleys, drive belts, solids and belt press operations.
- Records daily pump readings, e.g., pressure, flow, time, chemical usage, pump function/operation; perform corrective measures to pump operations and settings as necessary.
- Performs clerical duties, e.g., data entry; generates spreadsheets for process control; prepares various reports; performs calculations, runs quantitative/qualitative analysis and interprets data for performance evaluation.
- Provides guidance and instruction to less knowledgeable operations staff in more complex diagnostics and aspects of the work.

#### MINIMUM EXPERIENCE AND MINIMUM OPERATOR TRAINEE REQUIREMENTS

High School Diploma or GED, completion of a FLDEP prerequisite training course for the FLDEP Drinking Water Treatment Level C Operator Exam is beneficial (but not required)

#### LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

**Operator Trainee I requirements (PG05)** – An operator trainee I position (PG05) is an entry level position with tiered requirements within the first 15-months of employment. Failure to meet these requirements could warrant separation from City employment at Supervisors discretion.

- Employee must show completion of a FLDEP prerequisite training course needed to take the FLDEP Drinking Water Treatment Level C operator Exam within the first 6-months (1040 hours) of employment
- Employee must pass the Florida Department of Environmental Protection the Drinking Water Treatment class “C” operator Exam within the first 12-months (2080 hours) of employment.
- Employee must obtain your FLDEP Class “C” Drinking Water operator license within the first 15- months of employment.

\*\* The website listed below is to the Florida Department of Environmental Protection certification handbook. This will provide you a list of approved pre-requisite courses needed for the state exam.

**Operator Trainee II requirements (PG06)** – An operator trainee II position (PG06) applicant must provide documentation of passing the Drinking Water Level “C” Operator Exam upon employment. An operator II trainee must obtain your FLDEP Class “C” Drinking Water operator license within the first 15- months of employment. Failure to meet these requirements could warrant separation from City employment at Supervisors discretion.

**Operator I requirements (PG09)** – The applicant must hold a FLDEP Class “C” Drinking Water operator license at the time of hire. The operator will be on a 6-month probationary period while leaning the treatment processes of the facility they have been assigned too. Shift work is a requirement of the position.

**Operator II requirements (PG11)** – The applicant must hold a FLDEP Class “B” Drinking Water operator license at the time of hire. The operator will be on a 6-month probationary period while leaning the treatment processes of the facility they have been assigned too. Shift work is a requirement of the position.

**Operator III requirements (PG13)** – The applicant must hold a FLDEP Class “A” Drinking Water operator license at the time of hire. The operator will be on a 6-month probationary period while leaning the treatment processes of the facility they have been assigned too. Shift work is a requirement of the position.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow verbal and written instructions.
- Thorough knowledge of the collection, treatment, dispersal and disposal of water/wastewater in compliance with all applicable City, State and Federal rules and regulatory requirements applicable.
- Thorough knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in water utilities operations and preventative maintenance field.
- Skill in inspecting utilities machinery and mechanical equipment and detecting and identifying apparatus malfunctions.
- Thorough knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Skill in reading and interpreting readings, measurements and flow rates obtained through application of diagnostics, laboratory sampling and testing equipment.
- Skill in reading and interpreting various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to operate various office equipment, e.g., computer terminals, telephone systems, calculator. Must possess advanced computer skills and be familiar with Microsoft Word, Excel and Outlook.

- Ability to establish and maintain effective working relationships and communications
- Ability to meet established deadlines, and follow up on assignments with a minimum of direction.
- Skill in reading and interpreting a variety of instructions in written, oral, diagram, or schedule form.

#### PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is occasionally required to lift, move or carry objects up to 50 pounds; ascend or descend ladders (+/- 50ft), stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity. While performing the essential functions of this job, the incumbent is occasionally exposed to possible bodily injury from electrical shock; falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer