

Job Description: WTP Operator
SCA Equivalent: None
Effective Date: January 1, 2012
Last Revision: January 1, 2021
AIP Target: 10% of Base Earnings
Profit Centers: 203, 204

Primary Accountability - Responsible for the operation and maintenance of the water treatment plant ("WTP") equipment and devices.

Description of Primary Responsibilities

- 1) Responsible for the operations and maintenance of water treatment plants and equipment:
 - a) Collects water samples,
 - b) Calibrates equipment,
 - c) Orders chemicals,
 - d) Maintains laboratory supplies,
 - e) Monitors and adjusts the system through laboratory results,
 - f) Performs minor repairs to plant equipment,
 - g) Controls the tanks and reservoir,
 - h) Conducts facility tours.
- 2) Responsible for general maintenance in water treatment plant areas:
 - a) Paints equipment, buildings and other plant structures, including touch-ups and/or corrosion control/prevention,
 - b) Performs general yard work and grounds maintenance, maintains neat and clean appearance at all facilities.
- 3) Responsible for troubleshooting plant equipment:
 - a) Inspects plant equipment,
 - b) Submits job orders and requisitions for tools, materials and supplies,
 - c) Responds to emergency calls,
 - d) Operates installed or assigned emergency equipment when necessary.
- 4) Prepares reports and documentation for management on operational capabilities:
 - a) Keeps a log of plant records,
 - b) Prepares and submits various operational reports,
 - c) Maintains and evaluates operating and maintenance reports.
- 5) Responsible for interpreting data and making recommendations to improve pumping plant equipment:
 - a) Maintains and evaluates operating and maintenance records and submits completed work orders in a timely manner,
 - b) Evaluates instrument readings and reports of laboratory analyses to improve operations,
 - c) Recommends process modifications to improve plant performance,
 - d) Inspects plant equipment to evaluate efficiency and initiates changes as necessary to meet process quality control requirements.
- 6) Responsible for the maintenance and upkeep of plant records:
 - a) Maintains and reviews flow data, water and power consumption information,
 - b) Records preventative maintenance, overhaul and repair information,
 - c) Requests laboratory and storm reports, power failure and by-pass information.

Description of Primary Attributes

General Development:

- 1) Possesses basic organizational skills; typically able to organize own work.
- 2) Has the ability to work independently and as part of a team.
- 3) Consistently follows appropriate safety rules and practices.
- 4) Manages own duties and responsibilities on a fixed schedule without the need for direction or assistance, if prioritization is required.
- 5) Is able to effectively select from alternatives to situations encountered on the job.

Professional & Technical Knowledge:

- 1) Possesses general work-related skills at a level consistent with completion of a high school diploma or GED, including written and verbal communication skills, computational and computer skills and mathematical knowledge.
- 2) Possesses knowledge of the practices and procedures used in the operation and maintenance of water treatment plant and equipment at a level expected of a State of Hawaii Grade II WTP Operator.
- 3) Possesses knowledge of sampling methods and the physical and chemical tests used in treatment plant control, hazards and safety practices involved in working around high voltage equipment and moving machinery, process quality control requirements and remedial measures in dealing with process malfunctions and emergencies, at a level expected of a State of Hawaii Grade II WTP Operator.

Technical Skills:

- 1) Has the ability to operate and maintain electrical pumping units and auxiliary equipment, use basic mechanic hand and power tools.
- 2) Has the ability to read and interpret meters and gauges, record readings, and maintain operation records and perform the required laboratory tests and analyzes results.
- 3) Has the ability to prepare basic correspondence and simple reports in Microsoft Word.
- 4) Has the ability to use Microsoft Excel to create tables and simple displays of information.

Licenses & Certifications:

- 1) Possesses a valid Hawaii Driver's License.
- 2) Successfully completes Ken Kerri Water Treatment Plant Operation Book 1 (Exempt if possesses a valid State of Hawaii Grade II WTP License for at least 15 years).
- 3) Successfully completes Ken Kerri Water Treatment Plant Operation Book 2 (Exempt if possesses a valid State of Hawaii Grade II WTP License for at least 15 years).
- 4) Possesses a valid State of Hawaii Grade II WTP Operator License.
- 5) Possesses a valid State of Hawaii Grade II Distribution System Operator License.
- 6) Successfully completes Ken Kerri Water Distribution System Operation and Maintenance (Exempt if possesses a valid State of Hawaii Grade IV Distribution License for at least 15 years).
- 7) Possesses a valid Hawaii Driver's License with CDL-B, tanker endorsement, air brakes, and no restrictions.
- 8) Possesses a valid State of Hawaii Department of Transportation medical examination certificate.
- 9) Possesses a valid State of Hawaii Grade III Distribution System Operator License.

Communications Skills:

- 1) Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
- 2) Effectively interprets and communicates complex and/or technical information to co-workers, clients, and others as required.
- 3) Effectively conveys technical information to non-technical audiences.

Physical Demands:

- 1) Meets the health and physical condition standards deemed necessary and proper for performance of these duties.
- 2) Is able to be exposed to hazardous conditions.
- 3) Is able to work shift, weekend and holiday schedules.
- 4) Has ability to perform heavy lifting up to 50 lbs and other manual work under adverse conditions.

Evaluation Guidelines

The following guidelines are used to determine the appropriate contribution assessment and associated pay range position:

Pay Level 1 (Entry-Level) – Demonstrates the ability to perform the following responsibilities and demonstrates the following attributes:

- Primary Responsibilities – 1a-d, 2a-b, 4a,
- Primary Attributes – GD 1-3, PTK 1, LC 1, CS 1, PD 1-4.

Pay Level 2 (Developing) – Possesses all of the Pay Level 1 qualifications plus:

- Primary Responsibilities – 1e-f, 3a-b, 4b,
- Primary Attributes – GD 4, TS 1, LC 2-3.

Pay Level 3 (Fully Functioning) – Possesses all of the Pay Level 2 qualifications plus:

- Primary Responsibilities – 1g-h, 3c-d, 4c,
- Primary Attributes – GD 5, PTK 2-3, TS 2-3, LC 4-5, CS 2-3,
- Has 1 year experience as DRC of Grade II plant.

Pay Level 4 (Added Value) – Possesses all of the Pay Level 3 qualifications plus:

- Primary Responsibilities – 1i, 5a-b, 6a-c,
- Primary Attributes – LC 6-8.

Pay Level 5 (Unique) – Possesses all of the Pay Level 4 qualifications plus:

- Primary Responsibilities – 5c-d,
- Primary Attributes – LC 9.

Comments