

**Job Description:** WTP Sr. Operator  
**SCA Equivalent:** None  
**Effective Date:** January 1, 2012  
**Last Revision:** January 1, 2020  
**AIP Target:** 12% of Base Earnings  
**Profit Centers:** 203, 204

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**Primary Accountability** - Responsible for the operation and maintenance activities at a Class II water treatment plant ("WTP").

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### ***Description of Primary Responsibilities***

- 1) Responsible for the operational and maintenance of water treatment plants and equipment:
  - a) Collects water samples,
  - b) Monitors the system through the laboratory results,
  - c) Calibrates equipment,
  - d) Performs minor repairs to plant equipment,
  - e) Orders chemicals,
  - f) Maintains laboratory supplies,
  - g) Controls the brackish and/or potable storage tanks,
  - h) Conducts plant tours,
  - i) Assists in the preparation of annual operating budget for company managed systems by providing information relating to equipment and supplies.
- 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 emergency generators when necessary.
- 4) Provides leadership to WTP operators:
  - a) Supervises and participates in the operation of chemical feed systems,
  - b) Assigns duties to plant personnel,
  - c) Provides instructions to plant personnel on efficient equipment maintenance,
  - d) Mentors and trains new operators.
- 5) Responsible for interpreting data and making recommendations to improve pumping plant equipment:
  - a) Maintains and evaluates operating and maintenance records,
  - 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.
- 7) Prepares reports and documentation for management on operational capabilities:
  - a) Keeps a log of plant records,

- b) Maintains and evaluates operating and maintenance reports,
- c) Prepares and submits various operational reports.

### ***Description of Primary Attributes***

#### **General Development:**

- 1) Possesses more advanced organizational skills, in order to organize projects or the work of others.
- 2) 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) Applies problem solving skills.
- 6) Considers the impact of work product on other employees in the work process.
- 7) Exercises leadership authority over other employees, including the WTP Operators.
- 8) Is able to effectively select from established alternatives to modify approaches in response to situations encountered.

#### **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 in-depth knowledge of practices and procedures used in the operation, maintenance and repair of equipment.
- 3) Possess knowledge and training in basic electrical principles.
- 4) Is proficient in sampling methods, physical and chemical tests used in treatment plant control, hazards, safety practices involved in working around high voltage equipment, 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 Class II WTP Operator Certification License.
- 5) 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 Class II WTP Operator Certification License.

#### **Technical Skills**

- 1) Has the ability to prepare basic correspondence and simple reports in Microsoft Word.
- 2) Has the ability to use Microsoft Excel to create tables and simple displays of information.
- 3) Has the ability to operate and maintain electrical controls and equipment, properly diagnose plant equipment and supervise their correction
- 4) Has the ability to review operational reports of equipment and laboratory analyses of water and instruct others in operational practices and procedures relating to equipment.

#### **Licenses & Certifications**

- 1) Possesses a valid Hawaii Driver's License.
- 2) Possesses a valid State of Hawaii Class II WTP Operator License.
- 3) Possesses a valid State of Hawaii Grade II Distribution System Operator License.
- 4) Successfully completes Ken Kerri Water Treatment Plant Operation Volume 1 (Exempt if possesses a valid State of Hawaii Grade II WTP License for at least 15 years).

- 5) Successfully completes Ken Kerri Water Treatment Plant Operation Volume 2 (Exempt if possesses a valid State of Hawaii Grade II WTP License for at least 15 years).

### **Communications Skills**

- 1) Effectively interprets and communicates written and verbal opinions and extrapolations of information collected and synthesized/analyzed.
- 2) Resolves conflicts that may arise because of disagreements between employees, between employees and customers/clients or with the public, other legal entities or governmental authorities.
- 3) Compiles, analyzes and prepares information in an effective written form, including correspondence, reports, articles, or other documentation.

### **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-h, 2a-b, 3a-b, 4a, 6a-c, 7a,
- Primary Attributes – GD 1-3, PTK 1-5, TS 1, LC 1-4, CS 1, PD 1-4.

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

- Primary Responsibilities – 4b-c, 5a-b, 7b,
- Primary Attributes – GD 4-6, TS 2, LC 5, CS 2-3.

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

- Primary Responsibilities – 1i, 3c-d, 4d, 5c-d, 7c,
- Primary Attributes – GD 7-8, TS 3-4.
- Has 3 years of experience as DRC of Grade II plant.

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### **Comments**