

**City of Sallisaw  
Job Description**

**Job Title:** Water Treatment Plant Operator

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**Exempt (Y/N):** No  
**Date:** July, 2003

**Department:** Water Treatment Plant  
**Reports To:** Plants Superintendent

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**SUMMARY**

The incumbent is responsible for performing the day to day operations and maintenance at the City's Water Treatment Plant to meet requirements of the Oklahoma Department of Environmental Quality (DEQ) Rules and Regulations Governing Water and Sewage Works Operations Certification Act 59 O.S. 1981 Section 1101-1116.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to:

1. Performs all necessary lab tests.
2. Collects water samples in the plant and distribution system.
3. Monitor chlorine levels, turbidity, pH, alkalinity, stability, chlorine DPD method, total oxidants and hardness.
4. Perform periodic maintenance of pumps, air compressors and motors. Maintains approved preventive maintenance schedule on plant equipment to guarantee safe and uninterrupted operations.
5. Check on water towers and pump stations on a regular basis.
6. Records use of chemicals and fill day tanks.
7. Perform ground maintenance, cleans and maintains plant facilities.
8. Addresses water complaints.
9. Weekend work and on call duty required.
10. Performs other duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and two years related experience and/or training. Working knowledge of all permit requirements and limitations for plant and lab as set down in DEQ Rules and Regulations Governing Water and Wastewater Works Operations Certification Act 59 OS 1981 Sections 1101-1116. Must possess, or be able to obtain, a Class D Water Certification from the State of Oklahoma.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, customers and the general public.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Occasional contacts with others beyond immediate associates and occasional contacts with the public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold a Class D Water and Wastewater license or obtain within 180 days.

## **PHYSICAL DEMANDS**

The 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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds.

**WORK ENVIRONMENT**


The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General maintenance includes disassembly and repairing pumps, motors and valves; checking and greasing at specified intervals. Plant personnel maintain grounds. Mowing equipment is two (2) riding lawn mowers and one (1) tractor flail mower. Grounds include water plant, Taylor Drive tower, Brushy Lake, west tank and radio tower. Trimming is done with weed eaters and/or weed sprays.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions, extreme heat and cold and wet or humid condition all non weather related. The incumbent works in high precarious places, near moving mechanical parts, is at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes and airborne particles and toxic or caustic chemicals, however, appropriate safety equipment is provided.

The noise level in the work environment is moderate to loud.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of Sallisaw.

Approved:  Date: 10/27/14  
City Manager

Date Modified: 3/15/2011; 10/27/14