

City of Dunedin, Florida  
Class Description

**JOB TITLE: Water Plant Operator**  
Public Works & Utilities  
Department, Water Division

**GENERAL STATEMENT OF JOB**

Under general supervision, operates reverse osmosis water treatment processes meeting all regulatory requirements for water quality. Monitors and maintains processes to produce an adequate supply of potable water for the public and to meet firefighting needs. Performs maintenance and repairs on the water plant, wells, and equipment, Performs related work as assigned.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

ESSENTIAL JOB FUNCTIONS

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Operates plant processes to produce drinking water for the residents of Dunedin that meets all state and federal drinking water regulatory requirements.

Monitors plant process water quality, performs water quality tests, interprets results and makes appropriate adjustments.

Performs maintenance and repairs on the water plant, wells, and equipment that may involve: mechanical, electrical, electro-mechanical, piping, plumbing, technological, chemical, driving, climbing (up and down), lifting, pushing, pulling, digging and hammering.

Performs data entry and reporting of water quality, flows, dosages, usage, pressures, adjustments, weights, and hours for the various regulating agencies.

Consults with the public, engineers, vendors, students, tour organizers, and other departments.

Responsible for coordinating temporary deviations of procedures to accommodate pilot plants, tank cleanings, contractor work, climate changes, usage demands, and equipment failures.

Mows grounds when needed.

Provides security rounds as required.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with one year of verifiable work experience in drinking water treatment. Completion of vocational program in a related field is acceptable.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida Driver's License.

Must Possess a Drinking Water "C" Level License, or be able to obtain within one year of employment, in order to maintain employment status.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Water Plant Operator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of water distribution systems and their maintenance and repair, and other fields applicable to the requirements of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to write, speak and understand the English language.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective employee leadership and supervision as assigned. Is able to help coordinate division activities with others in order to accomplish goals and complete projects.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including a backhoe, bobcat, fork lift, pumps, dump truck, hand and power tools, computer, etc.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform skilled movements, as in mechanical repair work.

**Sensory Requirements:** Some tasks require visual, depth, olfactory and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, electric currents, machinery hazards, traffic hazards, and noise extremes.

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

Jorge M. Quintas  
Public Works & Utilities Director / City Engineer

6/4/19  
Date