



# CITY OF HOT SPRINGS, ARKANSAS

## Job Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.*

### Plant Operator

Department	<b>Water Production</b>
Pay Grade	<b>7</b>
FLSA Status	<b>Non-Exempt</b>
Safety Sensitive	<b>Yes</b>

#### **JOB SUMMARY**

Performs unskilled to semi-skilled work relative to the operation of a municipal water production plant. This position is designated as essential, requiring employee to report for work under severe or inclement weather events unless otherwise informed.

#### **ESSENTIAL JOB FUNCTIONS**

- Record water plant operating data from charts, meters and gauges.
- Start and stop electrical, mechanical, compressed air or water operated devices, water pumps, valves, chemical feeders and chlorine gas feeders.
- Stock feeders with dry and powdered chemicals (some of which are considered hazardous).
- Perform maintenance checks and determine corrective measures for interrupted processes.
- Assist in training new operators.
- Perform On-Call duties as assigned.
- Work overtime when required.
- Performs any other related duties as required or assigned.

#### **Supervision Received:**

Works under close to general supervision of an administrative superior. Reports to the Chief Plant Operator.

#### **Supervision Exercised:**

None.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or equivalent, and at least one (1) year experience in the operation of a water production plant or other comparable facility; or any equivalent combination of education and experience

### **Licenses or Certifications:**

Valid Arkansas driver's license and a clean driving record. Grade III Water Treatment License required within three years of employment. Grade IV Water Treatment License required within four years. Position begins at a Grade 7 and has room to advance to a grade 10 as licensure is obtained.

### **Knowledge, Skills and Abilities:**

- Knowledge of the operation and maintenance of pumps, motors, and other water production equipment.
- Knowledge of electrical instrumentation.
- Knowledge of elementary principles of chemistry and general science.
- Ability to interpret information and respond to interpretation.
- Ability to prepare and maintain accurate and timely records.
- Ability to detect mechanical and electrical problems and determine corrective actions.
- Ability to understand administrative policies and procedures.
- Ability to understand standards, practices, policies, procedures, regulation or government law.
- Ability to communicate effectively with the general public, state and federal agencies.
- Ability to understand and follow complex verbal and written instructions.
- Ability to work independently.
- Ability to establish and maintain effective working relationships.

## **PHYSICAL/MENTAL DEMANDS**

Frequently stands, walks, talks and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs or balances; specific vision requirements include close, color, distance, peripheral, depth perception and the ability to adjust focus; occasionally required to lift up to 50 pounds.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud; works near moving mechanical parts and in high, precarious places; exposed to outdoor weather conditions, fumes or airborne particles, toxic or caustic chemicals and wet, humid conditions and extreme heat or cold (non-weather); at risk of electrical shock.

**EMPLOYEE ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

*The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.*

*The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.*