

TOWN OF CAVE CREEK AZ
POSITION DESCRIPTION

POSITION: Water Operator 3 - Senior Operator (OM3)
DATE: August 2, 2017
SALARY: \$50,000-\$60,000 DOQ
DEPARTMENT: Utilities
REPORTS TO: Utilities Manager

POSITION PURPOSE

- Performs skilled operation and maintenance (O&M) duties on water treatment facilities and related systems.
- May function as operator in responsible charge for one or more water facilities.
- Work is performed independently or as part of a facility team with general supervision.

MINIMUM EDUCATION, TRAINING OR EXPERIENCE

Must possess a current **Grade 3 ADEQ or higher Water Treatment Operator certification**. A minimum of 5 years directly-related experience and knowledge of O&M procedures for water treatment systems are required.

ESSENTIAL FUNCTIONS AND ABILITIES

Ability to operate safely and effectively in an industrial facility environment including:

- Ability to understand verbal instructions, to discern emergency alarms, and to discern SCADA equipment and alarm status indicators
- Ability to communicate clearly, both verbally and in writing
- Demonstrated knowledge of safety hazards and safe practices in water treatment facilities
- Manual dexterity to adjust equipment and operate hand tools
- Sufficient physical flexibility, stamina, and balance to safely perform typical operation and maintenance tasks including bending, kneeling, reaching, climbing, working on ladders, walking over rough terrain, and lifting or moving up to 50 pounds
- Monitor treatment processes and systems, and determine equipment and control adjustments to maintain proper operation and performance
- Monitor control panels, gauges, meters, and SCADA systems to detect and correct variations in operating conditions
- Direct and perform operation of manual and automated valves, pumps, gates, and control systems to maintain proper operation
- Read and understand technical manuals, O&M procedures, and monitoring results
- Perform water sampling and operational testing, and understand/act on lab results
- Coordinate/perform preventive maintenance tasks and assist others with system maintenance tasks and repairs
- Operate motor vehicles, power equipment, and hand tools
- Respond to emergency situations and perform after-hours on-call assignments as required
- Maintain facility logs, record and compile operating and maintenance data, and prepare written reports

SUPERVISION - RESPONSIBILITY FOR THE WORK OF OTHERS

Coordinate work as needed with other water plant/system operators and Town staff. Coordinate

and monitor contractors work and performance. Effective communication with supervisors is required.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

Work Type: Ranges from heavy manual labor to desk work.

Standing/Sitting: Majority of the work will be accomplished in a standing position.

Stooping/Bending/Reaching: Sufficient physical flexibility, stamina, and balance to safely perform typical O&M tasks including bending, kneeling, reaching, climbing stairs, working on ladders, walking over rough terrain, and lifting or moving up to 50 pounds.

Hearing/Speech: Must be able to perceive and understand vocal communication and effectively convey information verbally via phone and in person. Capability to understand verbal instructions, to discern audible warning or emergency alarms, and to discern color-coded alarms and indicators.

Vision: Adequate to perform essential functions.

Eye/Hand/Foot Coordination: Sufficient to operate a variety of equipment pertaining to the job.

Manual Dexterity: Sufficient to adjust equipment and operate hand tools.

USE OF MACHINES, TOOLS AND EQUIPMENT

Requires use of additional heavy equipment and hand tools as described above.

REMARKS

The above position description is intended to describe the duties of an employee in general terms and does not necessarily cover all the duties or potential assignments of the employee. Work will be consistent with the essential job functions.

APPLICATION PROCESS

Applicants must submit a resume and cover letter to: Town of Cave Creek, Human Resource Department, 37622 N. Cave Creek Road, Cave Creek, AZ 85331. Email ballen@cavecreek.org 480-488-6612.