

POSITION DESCRIPTION
Guadalupe-Blanco River Authority

POSITION TITLE: OPERATOR

I. ORGANIZATION

Division: San Marcos Water Treatment Plant Grade: 2

System: N/A Salary Category: Non-exempt Revised: 09/28/10

II. REPORTING RELATIONSHIPS

Immediate Supervisor: Plant Manager

Next Higher Supervisor: Division Manager-Hays/Caldwell

III. JOB SUMMARY (Including number of personnel supervised, if applicable)

The Plant Operator is responsible for producing water at the required rate, based on demand by the City of San Marcos and customers of the GBRA IH35 Treated Water Transmission System that meets or exceeds the standards of the Safe Drinking Water Act, as enforced by the Texas Commission on Environmental Quality (TCEQ).

IV. TYPICAL DUTIES (May include, but not limited to the following:)

- A. Starting and stopping all equipment necessary to begin and complete daily plant and well production.
- B. Checking pumps, motors, valves, chemical feed equipment, vats, storage tanks, disinfectant equipment, settling facilities, back wash pond and filters to make sure that all equipment is operating properly and for its intended purpose.
- C. Setting the feed rates for all process chemicals to insure the rates are matched to flow and water characteristics.
- D. Making and recording water quality checks, including but not limited to the following:
 - 1. Chlorine residual.
 - 2. Fluoride residual.
 - 3. Taste and odor threshold number.
 - 4. Alkalinity and hardness.
 - 5. PH.

6. Turbidity.
- E. Making changes in the process to compensate for changing flow rates and conditions of raw water.
 - F. Performing all work in accordance with safety procedures and policies.
 - G. Insuring the security of plant and well sites buildings, equipment and grounds.
 - H. Continually observing the plant and well process, operation and equipment for proper function and performance; performing emergency maintenance when required.
 - I. Notifying the Plant Manager when problems and/or questions arise.
 - J. Completing in an up-to-date and accurate manner all logs, analysis and data sheets.
 - K. Performing all laboratory tests as outlined by the Plant Manager.
 - L. Verifying and signing for equipment and supplies that arrive during non-business hours.
 - M. Providing maintenance and care of all materials, tools, equipment and vehicles assigned to the plant and well sites.
 - N. Maintaining, on a daily basis the well site sand plant building, including control room, lab and restrooms.
 - O. Maintaining a courteous attitude when dealing with visitors and telephone callers.
 - P. Perform other duties as assigned.

V. REQUIREMENTS OF THE POSITION

Education:

High School diploma or G.E.D.

Registrations and Licenses:

1. Texas Drivers License.
2. Acceptable M.V.R.
3. Minimum of a "C" Surface or "C" Groundwater Water License as issued by the TCEQ.

Experience:

On-the-job-training is permitted; however, personnel with experience in water treatment are preferred.

Special Requirements:

1. Ability to do shift work, act alone, and continuously exercise sound judgment and vigilance.

2. Live with-in 45 minutes driving time of the plant.
3. Obtain a minimum of "C" Groundwater or "C" Surface water License within 18 months of initial employment date.

VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED

A. Working conditions:

Eighty (80) percent indoor and 20 percent outdoors. Some dirty duties but generally work can be performed in a clean and well-organized environment. There are hazards associated with chemicals and rotating or moving mechanical parts that require an operator to exercise care in his activities. Works with or is exposed to hazardous chemicals used in the treatment of water.

B. Travel:

Personal transportation required to job site at which point employee may use division vehicles to perform system duties.

C. Equipment:

Light trucks, hand tools, occasional power tools, mowers and sprayers, cleaning equipment, laboratory test equipment, computers.

VII. ESSENTIAL JOB FUNCTIONS

- A. Write legibly; read, write and understand English.
- A. Read analog and digital indicators.
- B. Read, understand and explain MSDS instructions and labels, etc.
- C. Perform basic math skills.
- D. Work twelve (12) hour shift on rotating basis and extended hours beyond a normal working day.
- E. Respond to emergency situations at any time with minimum delay.
- F. Wear personal protection equipment as outlined in the employee Safety Manual such as full-face respirator.
- G. Climb vertical ladders up to twenty (20) feet in height.
- H. Lift loads up to fifty-one (51) pounds chest high.
- I. Work in confined spaces while properly using personal protective equipment.
- J. Operate motorized equipment such as light trucks, manual or riding lawn mowers, etc.
- K. Operate gas, electric, pneumatic or manual hand tools.
- L. Walk several miles in a day.
- M. Operate large valves.
- N. Use calculators and input data into computers.

- O. Accurately interpret true color.
- P. Employ sound judgment; think logically and coherently.
- Q. Perform basic first aid and CPR.
- R. Respond to visual and audible alarms.