



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
Office of Human Resources
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LEAD WATER PLANT OPERATOR	
Approved Date: November 21, 2008	ICPA Level: 3
Job Code: 80220	FLSA : Non-exempt

JOB SUMMARY: Operates and controls village water treatment system, water distribution system and waste water collection system under the direction of the Utility Management Specialist. Supervises Assistant Water Plant Operator.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Operates and maintains Community water treatment and wastewater disposal facilities. Responds to requests for assistance.

Identifies, researches and recommends solutions to sanitation and water facility problems. Responds to sanitation facilities emergencies. Collects required water samples and prepares summary reports.

Disconnects non-paying water and sewer customers upon direction from Utility Management Specialist.

Operates plant in an efficient manner with strong job and community commitment. Recognize, identify and correct operational problems within the plant. Notifies Utility Management Specialist of any unusual occurrences in facility or water and sewer lines.

Records accurate readings and occurrences in plant log book and other record keeping as required. Sample and test for PH, chlorine, fluoride and turbidity as required by regulations.

Repairs and maintains plant equipment and perform general housekeeping duties. Attend training classes, certification processes and continuing education. Perform preventative maintenance as outlined in O&M manuals.

Provide leadership, direction, and guidance to assigned staff. Develops goals and priorities in conjunction with employees, and assigns tasks and projects. Develops staff skills and training plans. Counsels, trains, and coaches subordinate staff. Implements corrective actions and conducts performance evaluations.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS

- Knowledge of mechanical processes and chemical treatments for water and wastewater systems.
- Knowledge of safety procedures for proper storage and handing of hazardous materials.
- Knowledge of safety precautions when operating motorized vehicles, equipment and hand tools.

- Knowledge of basic electronics, plumbing, industrial equipment tune-up and repair.
- Skill in operating applicable motorized vehicles, equipment and hand tools.
- Skill in overall “mechanical aptitude.”
- Skill in standard plumbing, tools and equipment including an assortment of hand tools, power tools, and electrical tools.
- Skill in working with fractions, measurements and basic algebra.
- Skill in analyzing and resolving water and wastewater operations issues.
- Skill in the use of tools, materials, and equipment used in sanitation facilities.
- Skill in establishing and maintaining cooperative working relationship with others.

MINIMUM EDUCATION QUALIFICATION

A high school diploma or GED equivalent.

MINIMUM EXPERIENCE QUALIFICATION

Non-supervisory – Two (2) years of water and wastewater treatment experience. An equivalent combination of relevant education and/or training may be substituted for experience.

ADDITIONAL REQUIREMENTS

Depending on the needs of the organization, some incumbents in this job class may be required to obtain additional certification or training in one or more specialty areas, and/or specific technical certifications and programming language. May be required to work outside the traditional work schedule. May be called out to work off-shift in emergency situations.

PREFERRED CERTIFICATION QUALIFICATION

Provisional water treatment or distribution certification preferred.

MINIMUM PHYSICAL REQUIREMENTS: The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. May be required to lift/carry more than 50 lbs; Reaching, bending, stooping; kneeling, crouching, turning, twisting; standing and walking. The job will be physically demanding. Required to push, maneuver and lift heavy objects. Work is primarily outside in all Alaskan weather conditions. Will be exposed to wastewater, oil, grease and water treatment chemicals.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Acknowledgment

Date

Supervisor Signature

Date