

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Water Treatment Facility Operator 1 (WTF01)

I. JOB INFORMATION

Job Title: Water Treatment Facility Operator 1 (WTF01)

Job Class: 75077 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, performs tasks associated with the treatment of water resources, and the University water treatment facility in accordance with standardized methods and procedures.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Assists the responsible operator in operating and monitoring pumps, valves and related equipment to regulate the flow of water through a treatment plant or other portions of a water distribution system; starts, adjusts and shuts down plant operations, and/or adjusts well field and distribution system flows to meet production and storage requirements and water quality standards.**
- **Regulates the pressure and flow of water through the plant; makes visual inspection of the facilities and equipment and performs necessary adjustments and repairs. This includes chemical feeders and pumps, high service pumps, clarifiers, clear well levels, tank levels, raw water intake pumps and equipment, reservoir pumps and equipment, sludge basins and related equipment, on-line turbid meters and chlorine analyzers, flow meters, etc.**
- **Operates and repairs equipment that is used to treat water in boilers, chilled water, distilled water, stills, water softeners and water condenser systems.**
- **Learns and performs water samples and performs standardized laboratory testing, such as chlorine, residual, pH, turbidity, temperature, taste and odor; calculates chemical dosages and adjusts chemical feeders as necessary to maintain water quality.**
- **Maintains logs of all treatment tests and corrective action taken. Submits logs and copies to immediate supervisor for review. Checks reverse osmosis water conditioner, water softener and other related equipment to ensure proper operation, making adjust**
- **Tests swimming pool water and adds chemicals to maintain acceptable standards. Also backwashes, cleans and coats fiber as needed. Maintains and operates all equipment necessary for proper pool operation.**
- **Operates and makes daily test of chlorine treatment of drinking water supply.**

- **Assists in preparing anti-freeze solution and maintaining the proper levels of anti-freeze.**
- **Works with other employees in the installation and maintenance of pumps, valves and other water-related equipment.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, and two years of full-time experience in operating a water treatment plant and maintenance are required. Knowledge of the methods, practices, tools and equipment used in the operation and treatment of water in air conditioning, heating boilers, steam boilers, reverse osmosis water conditioners (all types), distilled water units, all types of water softeners, swimming pool and well water systems is required. Must be able to read, write and comprehend common vocabulary. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Any combination of overtime, shift work, weekend and holiday work may be required. There may be frequent exposure to extreme temperatures and/or weather conditions. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Class I Operator Water Supply License is required within three (3) years of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.
- A Pool and Spa certification is required within five (5) years of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or

promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.