

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Water Treatment Facility Operator 2 (WTF02)

I. JOB INFORMATION

Job Title: Water Treatment Facility Operator 2 (WTF02)

Job Class: 75078 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general direction, performs tasks associated with the treatment of water resources, and the University water facility in accordance with standardized methods and procedures. Provides work direction and training to Water Treatment Facility Operator

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Reviews, evaluates, makes recommendations, conducts monitoring and keeps records related to operational areas which affect water quality, such as: chemical types and feed rates, raw water variability, aeration, softening efficiency, disinfection, sludge dewatering, filtration, evaluation of alternative treatment processes as to cost effectiveness; performs chemical and bacteriological experiments. Conducts research and studies current water processing to identify improved methods.**
- **Calculates and files reports on daily water production totals and develops and conducts studies to check accuracy of metering. Ensures that state and federal water quality monitoring schedules are met. May order parts, materials to accomplish specific maintenance tasks.**
- **Operates, checks and adjusts chemical feed pumps and bleed off valves for cooling towers. Ensures chemical levels and total dissolved solids levels are maintained.**
- **Operates and repairs the equipment used to treat water in boilers, chillers, distillers, stills, water softeners and water condensing systems.**
- **Operates and makes daily test of chlorine treatment of drinking water supply.**
- **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.**
- **Tests both hot water and steam boilers to maintain the proper levels of chemicals to prevent scale and corrosion.**
- **Checks water stills, reverse osmosis water conditioners, water softeners and other related equipment to ensure proper operation, make adjustments, backwash, regenerate and clean as necessary.**

- **Drains and refills all chilled water coils with an anti-freeze solution and maintains the proper level of antifreeze.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete water treatment facility work within the overall scope of multi-trade projects.**

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 four years of full-time work experience in the operation and maintenance of a water treatment facility 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. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies.

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.
- 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.