



TOWN OF MANCHESTER



POSITION AVAILABLE

WATER TREATMENT PLANT OPERATOR Vacancy in the Water & Sewer Department 40 hours per week; \$65,517.92 - \$87,574.50/Annually (2024 - 2025 Salary Schedule)

Closing Date: Thursday, July 18, 2024

((Applications must be received in the Human Resources Department by 4:30 p.m.))

SUMMARY OF POSITION: Operates, controls, and maintains instrumentation, electric motors, pumps, and valves to purify and clarify water for human consumption; dumps or adjusts valves to admit chemicals into treatment process; maintains wells and pump stations; performs general maintenance work.

MINIMUM TRAINING AND EXPERIENCE: High school graduation or completion of vocational program in water, wastewater, plumbing, electrical or mechanic repair preferred. Three (3) years of water and sewer operations or maintenance experience preferred. Additional education or equivalent experience may be substituted for three years experience.

LICENSE: Connecticut certification as a Class II Water Treatment Plant Operator is required no later than two (2) years from initial date of employment. Must obtain certification as a Class IV Water Treatment Plant Operator within five (5) years of the date of initial employment. If said licenses are not obtained within stated time frame, the employee shall be terminated. Must hold a valid Connecticut motor vehicle operator's license.

Examination May Consist Of:

<u>Part</u>	<u>Weights</u>	<u>Passing Score</u>
Written Exam	100%	70%

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Thursday, July 18, 2024, or must be postmarked by Thursday, July 18, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability, or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

TOWN OF MANCHESTER
POSITION GUIDE

Title: Water Treatment Plant Operator
Department: Water and Sewer - Water Treatment Plant
Reports To: Water Treatment Plant Superintendent

NATURE OF WORK

Operates, controls, and maintains instrumentation, electric motors, pumps and valves to purify and clarify water for human consumption; dumps or adjusts valves to admit chemicals into treatment process; maintains wells and pump stations; performs general maintenance work.

ESSENTIAL FUNCTIONS

Operates and controls microprocessor, personal computer, electric motors, pumps and valves to regulate flow of water and chemicals into treatment plant and distribution system; monitors instrumentation and adjusts controls to regulate flow and treatment of water.

Plans and organizes all aspects of assigned tasks.

Makes process control adjustments as required to maintain water quality.

Takes samples of water for laboratory examination; performs required process-control testing, such as chlorine residual, ph, jar testing, and related tests as necessary. Adds specified amounts of chemicals, by hand or by valve adjustment to disinfect, deodorize and clarify water.

Assumes responsibility as Operator in Responsible Charge as assigned or scheduled.

Turns valves to regulate water through filters to remove impurities; pumps purified water into outlet mains.

Removes and replaces major pieces of equipment. Uses hand tools to repair, maintain and replace motors, pumps, and equipment.

Coordinates activity of other operators of equal or lesser license (classification) in performance of assigned tasks.

Makes regular runs to wells, pump stations and reservoirs to examine, maintain and repair equipment; adds chemicals as needed; cleans basins and filters.

Makes plumbing and minor electrical or mechanical repairs to equipment.

Records data from gauges and meters; uses calculator to prepare charts and submits to supervisor.

Follows OSHA and standard safety procedures and regulations.

OTHER FUNCTIONS

Performs general maintenance work in care of buildings, grounds and equipment.

May operate boat with outboard engine to treat reservoir waters.

Orders materials as directed or required.

Operates personal computers.

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

Ability to lift and/or carry objects of medium to heavy weight.

Ability to work in extreme weather conditions.

Ability to work independently.

Knowledge of personal computers.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to perform difficult manipulative skills and tasks which require hand-eye and arm-hand coordination. For example: calibrating equipment, shifting gears on a vehicle, climbing a ladder.

Must be able to sit or stand or remain in uncomfortable positions for long periods; may lift, push, pick up and/or carry objects or equipment weighing 50 to 150 pounds.

Must be able to see objects far away, close up, and discriminate colors. Able to hear normal sounds with some background noise, distinguish voice patterns, and communicate through human speech.

Must be able to concentrate on fine detail with constant interruption, attend to task for 45 minutes at a time, understand the theories behind several related concepts, and remember multiple tasks given over long periods of time.

May be exposed to high, low, or fluctuating temperatures; seasonal outdoor weather conditions; grease, oil, dust, toxins, or poisonous substances; hazardous chemicals; loud or unpleasant noises; bodily injuries; high humidity or wetness; electrical hazards or burns.

Must possess physical ability to utilize respirators as required by OSHA regulations.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school required. Completion of vocational program in water, wastewater, plumbing, electrical or mechanic repair preferred. Three (3) years of water and sewer operations or maintenance experience preferred. Additional education or equivalent experience may be substituted for three years' experience. Connecticut certification as a Class II Water Treatment Plant Operator is required no later than two (2) years from initial date of employment.

Must obtain a certification as a Class IV Water Treatment Plant Operator within five (5) years of the date of initial employment. The Town at its sole discretion may grant one twelve (12) month extension to the licensing requirement for each of the licenses required. If said licenses are not obtained within stated timeframe, the employee shall be terminated.

Must hold a valid Connecticut motor vehicle operator's license.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.