

West Carteret Water Corporation

Job Description

Job Title: Plant Operator B

Reports to: System Manager

Summary: This position is primarily responsible for operating and maintaining the water treatment facility. This position will utilize computerized SCADA system data combined with experience to adjust and maintain equipment at plant facility as needed. This position regularly inspects the plant and system equipment, noting need for maintenance both on grounds and inside of facility, in accordance with company policies and procedures.

Minimum Job Requirements:

- High school diploma or GED with three (3) years of related experience.
- Must be North Carolina B-Well Certified.
- Physical Chemical (PC1) license preferred, but not required.
- Must have a North Carolina driver license and insurability.
- Familiar with NC DENR Public Water Supply Rules and Regulations.
- Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to communicate effectively one-on-one with other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed written and oral instructions.
- Must possess good mechanical ability and the ability to perform basic calculations to monitor and adjust operations.
- Prior work record indicating dependability and conscientiousness.
- Must be willing to work in a team-oriented environment.

Essential Functions:

- Ability to record meter data, monitor chlorine, chloramines, and free ammonia levels, along with flow
- Ability to make necessary adjustments to meet changing operating conditions.
- Ability to backwash filter for softeners, color removal, and iron removal vessels while coordinating with the System Manager and Lab Staff.
- Participate in laboratory testing of specimens.
- Visit well sites and record well readings when required by shift.
- Computer and mechanical skills.
- Must demonstrate an analytical mindset with problem-solving skills and independent decision-making abilities.

- Must be able to work under emergency, critical, or dangerous situations.
- Must be able to meet deadlines and be attentive to detail.
- Familiarity with safety procedures and ability to wear required safety equipment.
- Maintains effective interpersonal working relationships and functions as a cooperative team member with all departments.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.

Conditions of Employment:

- Successful candidate must submit to poster offer, pre-employment drug and alcohol test.
- Adheres to the policies and procedures of the organization to include work rules and attendance guidelines.
- Must be able to work a rotation of shifts (5 days 8:00 a.m. to 4:00 p.m., 5 days 4:00 p.m. to 12:00 a.m., 5 days 12:00 a.m. to 8:00 a.m., then 4 days off), weekends, and holidays, unless scheduled off..
- Must be able to be on-call.
- Requires the use of laboratory safety glasses, steel toe and rubber toe shoes as appropriate, appropriate gloves, face shield/goggles/apron as needed. Ear protection is recommended but not required.

Working Conditions and Physical Effort:

- Exposure to temperature changes, noise, fumes and mechanical, chemical, or electrical hazards.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Ability to sit, stand, walk, bend, stoop, or kneel frequently.
- Ability to climb, balance, squat, crouch, or twist occasionally.
- Ability to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.
- Must have good body mechanics and manual dexterity.
- The employee must occasionally lift and/or carry up to 50 pounds, and push and/or pull up to 150 pounds.

NOTE: West Carteret Water Corporation reserves the right to modify, interpret, or apply this job description, as it desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will”. The aforementioned job requirements may be changed to fulfill any obligation(s) to reasonably accommodate qualified individuals with disabilities.

ACKNOWLEDGEMENT

I have read, understand, and accept the duties, standards, and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures. I will perform all duties to the best of my ability.

I further understand that my employment is at will and thereby understand that the company or I may terminate my employment at any time.

Employee Signature

Date

Supervisor Signature

Date

West Carteret Water Corporation

Physical, Cognitive and Environmental Requirements of the Job

Position Title: Plant Operator B

A description of the following physical, cognitive and environmental conditions are required by this position.

In an 8 hour workday, the employee/incumbent's position requires:

Physical requirements:

(% of time performed)	Item	Weight	Never	Occasionally (1-33%)		Frequently (34-66%)		Constantly (67-100%)	
Sitting			☐	☐		☒		☐	
Standing			☐	☐		☒		☐	
Walking			☐	☐		☒		☐	
Climbing			☐	☒		☐		☐	
Balancing			☐	☒		☐		☐	
Bending/Stooping			☐	☐		☒		☐	
Kneeling			☐	☐		☒		☐	
Squatting/Crouching			☐	☒		☐		☐	
Crawling			☒	☐		☐		☐	
Reaching			☐	☒		☐		☐	
Using Foot Controls			☒	☐		☐		☐	
Twisting			☐	☒		☐		☐	
Carrying	Chlorine Bottles	50 lb.	☐	☒		☐		☐	
Pushing/Pulling		150 lb.	☐	☒		☐		☐	
Lifting	Chlorine Bottles	50 lb.	☐	☒		☐		☐	
Hand Use-Simple Grasping			☐	☒ Right	☒ Left	☐ Right	☐ Left	☐ Right	☐ Left
Hand Use-Fine Manipulation			☐	☒ Right	☒ Left	☐ Right	☐ Left	☐ Right	☐ Left
Hand Use-Repetitive Motion			☐	☐ Right	☐ Left	☒ Right	☒ Left	☐ Right	☐ Left
Dominant Hand	☒ Right	☐ Left							

Can the job be performed by alternating sitting and standing? ☒ Yes ☐ No

Cognitive Requirements: Does the employee/individual's job require (check all that apply):

- ☒ Working under emergency, critical or dangerous situations.
- ☒ Meeting deadlines.
- ☒ Attention to detail.
- ☒ Day-to-day contact with others (co-workers and/or the public).
- ☒ Making independent decisions.

Equipment and Safety Attire: Describe all equipment and safety attire (such as safety glasses, steel-toed shoes, etc.) required for the employee/individual's occupation:

Laboratory safety glasses, appropriate gloves, face shield/goggles/apron as needed, rubber or steel toe boots as appropriate. Ear protection is recommended but not required.

Environmental Conditions: Please check the amount of time the employee/individual is exposed to any of the following:

	Never	Occasionally (1-33%)	Frequently (34-66%)	Constantly (67-100%)	
Heat	☐	☒	☐	☐	Temperature: 95 degrees (climactic)
Cold	☐	☒	☐	☐	Temperature: 35 degrees (climactic)
Dust, Fumes, Gases	☐	☒	☐	☐	
Vibrations	☐	☐	☒	☐	
Disease	☒	☐	☐	☐	
Any Other	☒	☐	☐	☐	Description: _____
Noise Intensity	☐ Quiet	☒ Moderate	☐ Loud		

Employee's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____