

Job Title: Licensed Operator

Reports to: Water System Manager/ Superintendent

Department: Water

FLSA Status: Non-Exempt

---

### ***Work Objective:***

This is a technical position operating and maintaining all water facilities including treatment plants, distribution system, and pump stations. Operator exercises independent judgment in achieving operational goals as established by the water system manager. All operational decisions will comply with applicable statutory and regulatory requirements.

### ***General Duties:***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to achieve satisfactory performance.

- Understand and apply appropriate safety practices and measures at all times including the proper use of Personal Protective Equipment as required.
- Perform necessary water sampling and lab testing.
- Interpret and analyze lab test data and monitor plant conditions to ensure plant operates within applicable limits and parameters established by statute and the water system manager.
- Properly record operational data including computer data entry and maintain records.
- Perform scheduled and unscheduled maintenance of all plant equipment, buildings, tanks, vehicles, and ancillary equipment.
- Perform custodial duties including cleaning all work areas, restrooms, storage areas, and pump stations.
- Perform distribution system maintenance and inspections utilizing various types of equipment including: leak detection equipment, correlator, data loggers, and other water maintenance tools and equipment.
- Maintain all tools and equipment in proper working condition.
- Perform tasks associated with chemical addition processes including mixing, measuring, and moving chemicals while observing proper safety procedures.
- Operate forklift to load and unload materials and supplies as needed.
- When tasked, direct actions of mechanic and plant laborers to ensure all operations and maintenance tasks are accomplished as scheduled, required, or directed.
- Operate motor vehicles to transport personnel and equipment.
- Advise the water system manager of any conditions that may affect water operations or compliance.
- Cooperate with other department personnel within the Borough as required.
- Other duties as may be assigned by Borough management.

### ***Certifications, Licenses, Registrations:***

- High school diploma or General Education Degree (GED) and two years' experience and/or training in the essential duties outlined within this job description or a combination of experience and training.
- Must possess and maintain PA state certification as a Water Treatment Plant Operator Class A, E and Subclassifications 1, 7, 8, 10, and 11 to operate all areas of the Filter Plant. (Minimum) or have the ability to obtain within two (2) years from the date of hire.
- Valid driver's license

### ***Preferred Skills or Abilities:***

- Ability to establish and maintain effective working relationships with other employees.
- Basic computer skills including Microsoft Excel and Microsoft Word.
- Ability to perform typical tasks required for the installation, maintenance and repair of water mains, service lines, fire hydrants and valves.
- Ability to operate heavy equipment including backhoe, excavator, pay loader, skid steer and other equipment typically used in water main installation work.
- Commercial Driver's License (Class A with air brake)
- Water treatment experience

### ***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position outlined in this job description. Employees must have the ability to perform strenuous physical duties for long periods of time in adverse weather conditions. While performing the duties of this position, the employee may be required to perform any or all of the following:

- Stand for up to eight hours
- Walk up to a half mile
- Sit or lay down
- Use hands or fingers to touch, feel, grasp, manipulate, and control equipment, tools and other objects.
- Reach with hands and arms from below the feet to above the head.
- Climb stairs and ladders.
- Balance
- Stoop, kneel, crouch, and crawl
- Dead lift up to 50 pounds
- Lift 50 pounds chest high
- Carry tools and equipment over rough terrain, up steps, or into confined spaces,

- Enter certified or permitted confined spaces using proper techniques and safety equipment and procedures.

### ***Work Environment:***

The work environment is typical for individuals employed in water treatment facilities, distribution systems and water collection systems. Employees frequently work with or near moving mechanical equipment and machinery. Employees are potentially exposed to high noise levels, chemical fumes, toxic and hazardous chemicals, human fecal matter, industrial waste, unpleasant odors, road traffic, various plants and vegetation, extreme temperatures, inclement weather, rough terrain, and sharp objects. This position may require weekend and holiday duties as well as “on call” duties.

Work is performed primarily in the water treatment plant. Work will also occur on Borough streets, wooded areas, near creeks and streams, or other locations inside or outside the Borough.

Daily reporting location is at the water treatment plant unless otherwise directed.

### **NOTE:**

The job description does not constitute an employment agreement between North East Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

North East Borough is an Equal Opportunity Employer. In compliance with the United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, North East Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ***Acknowledgement:***

I have read and understand this classification and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

---

Name (Print)

---

Supervisor's Name (Print)

---

Employee Signature

---

Supervisor's Signature

---

Date

---

Date