

**York Water District  
Position Description**

## **Assistant Treatment Plant Operator**

Department/Division: Treatment Plant  
Reports To: Treatment Plant Operator  
Salary Grade

Effective Date: January 1, 2016  
Revised: December 28, 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Lead Treatment Plant Operator this position supports the day-to-day operations of the water filtration plant, pumping stations, remote sites, dams, and water storage tanks. This position is compensated on an hourly rate basis.

### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Observes, operates, inspects, and maintains, Treatment Plant, pump stations, storage tanks, and equipment and machinery to ensure appropriate treatment, water quality, and efficient and effective overall plant and system operation. Communicates timely maintenance schedule with other Operators.
- ◆ Collects daily plant process information and samples and performs laboratory analyses. Evaluates, reviews collected data/lab results and makes appropriate changes consistent with operating parameters after consulting with supervisors. Logs and enters data into the data collection system.
- ◆ Performs regular inspections and data collection including, but not limited to, obtaining daily SCADA readings; performing visual inspections of storage tanks (bulk and day tanks where applicable), containment areas, and equipment/pumping/piping areas; and performance of security/integrity checks at tank sites, generators, pump stations, screen house, and gates.
- ◆ Maintains appropriate records and documentation of activities including date, time, description, and observed conditions and details. Responsible for ensuring the accuracy and reliability of information acquired. Maintains all State and Federally required records and sampling requirements.
- ◆ Ensures water produced is within district defined water quality parameters. Immediately advise supervisors of any results outside of those parameters. Ensures worksite and work performed follow safety regulations and procedures and reports any unsafe working conditions to supervisor or plant manager.
- ◆ Assists in maintaining inventories, plant supplies, and chemicals,
- ◆ Unloads and directs storage of treatment chemicals and other equipment needed for plant operation.
- ◆ Assists in maintaining grounds and vehicles including the operation and maintenance of plant equipment. Conducts routine maintenance and repair of building and grounds as needed.
- ◆ Responsible for the overall operation and maintenance of the plant in the absence of other Plant Operators.
- ◆ Works to ensure the general cleanliness and orderliness of the Plant and pumping facilities.
- ◆ May assist in Treatment Plant Tours.
- ◆ Performs regular checks on plant fire hydrants during the winter months to prevent freezing and breakage.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Effectively communicates any direct knowledge, evidence, or correspondence of plant problems or issues to supervisor or plant manager.

- ◆ May assist the Distribution Crew flushing water mains to improve water quality, installing, and removing summer meters, and maintaining summer lines. Maintains working knowledge of the distribution system, the equipment used, and applicable safety practices.
- ◆ Completes regular training and coursework to upgrade knowledge and obtain, then maintain certification and licenses.
- ◆ Upon meeting education/experience requirements, will be responsible for performing on-call duties on a rotating schedule with a shadow. Must carry a District-supplied cell phone and respond to plant emergencies and breakdowns as necessary.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

None at this time, but we encourage our Operators to advance their knowledge to be prepared for when an opening may become available.

**EDUCATION & EXPERIENCE:**

High School Diploma/GED. Must obtain a State of Maine Grade IV Treatment Operator license within 4 years from date of hire. Grade II or higher Distribution Operator License is desirable.

**QUALIFICATIONS:**

- ◆ Working knowledge of the procedures and practices of operating a water treatment plant and facilities are preferred
- ◆ Knowledge of State and Federal regulations affecting water treatment and quality are preferred.
- ◆ Physical strength and agility sufficient to perform the work of the class.
- ◆ Knowledge of construction/maintenance equipment and ability to assist in the maintenance of water lines are preferred.
- ◆ Knowledge of work hazards and ability to follow applicable safety protocol.
- ◆ Ability to work effectively under emergency conditions.
- ◆ Knowledge of town geography and street locations are preferred.
- ◆ Ability to work both independently and as a team and to follow oral and written instruction.
- ◆ Ability to operate computers and basic software necessary for assigned duties.
- ◆ Ability to communicate clearly and courteously and to maintain effective working relationships with staff and the public.
- ◆ Must reside and remain within forty-five-minute radius of the Treatment Plant and be able to respond to calls when on standby.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Majority of work is performed in a treatment plant with some outdoors in all weather conditions. Work involves extensive physical effort including frequent bending, lifting, sometimes crawling, reaching, standing, and walking. Occasionally lifts 60 pounds or more up to shoulder height. Operates construction and maintenance equipment, and treatment plant apparatus, SCADA computer system, laboratory testing materials, hand tools, and power tools. Some work is performed indoors in a normal office environment. Operates computers, printers, and other office equipment.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

**York Water District  
Position Description**

## **Treatment Plant Operator**

Department/Division: Treatment Plant  
Reports To: Lead Treatment Plant Operator  
Salary Range:  
Effective Date: February 1, 2016  
Revised: December 28, 2023

### **GENERAL SUMMARY:**

Under the general supervision of the Lead Treatment Plant Operator or "LTPO", the TPO will assist in the day-to-day operations and maintenance of the water filtration plant, including remote sites, pumping stations, dams, and water storage tanks. This position is compensated for on an hourly rate basis.

### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Observes, operates, inspects, troubleshoots, calibrates, maintains, and repairs Treatment Plant, pump stations, storage tanks, and equipment and machinery to ensure appropriate treatment, water quality, and efficient and effective overall plant and system operation. Communicates and coordinates timely maintenance schedule with other Operators.
- ◆ Collects daily plant process information and samples and performs laboratory analyses. Evaluates, reviews collected data and makes appropriate changes consistent with operating parameters. Evaluates lab results against targets and standards and adjusts processes when necessary. Logs and enters data into the data collection system. May assist with creation and submission of monitoring reports.
- ◆ Collects samples of treated and source waters and performs laboratory testing on samples. Evaluates results against targets and standards and adjusts processes when necessary. Ensures water produced is in compliance with State and Federal regulations.
- ◆ Performs regular inspections and data collection including, but not limited to, obtaining daily SCADA readings; performing visual inspections of storage tanks (bulk and day tanks where applicable), containment areas, and equipment/pumping/piping areas; and performance of security/integrity checks at tank sites, generators, pump stations, screen house, and gates.
- ◆ Maintains appropriate records and documentation of activities including date, time, description, and observed conditions and details. Responsible for ensuring the accuracy and reliability of information acquired. Maintains all State and Federally required records and sampling requirements.
- ◆ Ensures worksite and work performed are following safety regulations and procedures and reports any unsafe working conditions to supervisor or plant manager.
- ◆ Assists in maintaining inventories, supplies and chemicals, and prices and purchases supplies as needed.
- ◆ Unloads and directs storage of treatment chemicals and other equipment needed for plant operation.
- ◆ Responsible for the maintenance and transfer from the sludge lagoons and freeze bed.
- ◆ Conducts routine maintenance and repair of building and grounds may include snow removal and mowing.
- ◆ Responsible for the overall operation and maintenance in the absence of the Lead Treatment Plant Operator.
- ◆ Works to ensure the general cleanliness and orderliness of the Plant and pumping facilities.
- ◆ Assists in treatment plant tours.
- ◆ May assist with public events and outreach efforts (Drinking Water Week, Imagine a Day Without Water, etc.).
- ◆ Performs regular checks on plant fire hydrants during the winter months to prevent freezing and breakage.

- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Effectively communicates any direct knowledge, evidence, or correspondence of plant problems or issues to supervisor or plant manager. Investigates, follows up, and resolves any unusual observations or irregularities, and submits a verbal and written report.
- ◆ May assist the Distribution Crew flushing water mains to improve water quality, installing, and removing summer meters, and maintaining summer lines. Maintains working knowledge of the distribution system, the equipment used, and applicable safety practices.
- ◆ Completes regular training and coursework to improve knowledge and maintain certification and licenses.
- ◆ Assists in the collection and review of plant performance data and assists in the preparation of reports, records, and SOP's.
- ◆ Responsible for performing on-call duties on a rotating schedule. Carries a District supplied cell phone and responds to treatment plant emergencies and breakdowns as necessary.
- ◆ Responsible for identifying and maintaining monitoring frequencies and locations for compliance sampling in accordance with state and federal guidelines. Collects and reports compliance samples as needed.
- ◆ Arranges laboratory services where necessary, sends samples and reviews laboratory results.
- ◆ Responsible for bringing non-compliance results/issues and potential non-compliance issues to the attention of the Plant Manager or designee in a timely manner.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

None at this time, but we encourage our Operators to advance their knowledge to be prepared for when an opening may become available.

**TRAINING RESPONSIBILITY:**

Must be able to work successfully with and follow directions from Lead Treatment Plant Operator.  
May assist in training of Assistant Treatment Plant Operators.

**EDUCATION & EXPERIENCE:**

High School Diploma/GED with at least 4 years of progressive experience in the operation of a water treatment plant. Must have a Grade IV Treatment. A Grade III Distribution Operator license is desirable.

**QUALIFICATIONS:**

- ◆ Extensive knowledge of the procedures and practices of operating a water treatment plant and facilities.
- ◆ Knowledge of State and Federal regulations affecting water treatment and quality.
- ◆ Physical strength and agility sufficient to perform the work of the class.
- ◆ Knowledge of construction/maintenance equipment and ability to assist in the maintenance of water lines are desirable.
- ◆ Knowledge of work hazards and ability to follow applicable safety precautions.
- ◆ Ability to work effectively under emergency conditions.
- ◆ Ability to run the plant through use of the SCADA computer system.
- ◆ General knowledge of town geography and street locations.
- ◆ Ability to work both independently and as a team and to follow oral and written instruction.
- ◆ Ability to operate computers and basic software necessary for assigned duties.
- ◆ Ability to communicate clearly and courteously and to maintain effective working relationships with staff and the public.
- ◆ Must reside and remain within a forty-five-minute radius of the district and be able to respond to calls when on standby.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

The majority of work is performed in a treatment plant or outdoors in all weather conditions. Work involves extensive physical effort including frequent bending, lifting, reaching, standing, and walking. Occasionally lifts 60 pounds or more up to shoulder height. Operates construction and maintenance equipment, treatment plant apparatus, SCADA computer system, laboratory testing materials, hand tools, and commercial vehicles. Some work is performed indoors in a normal office environment operating computers, printers, and other office equipment.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*