



## JOB DESCRIPTION

### Water Plant Operator

**DEPARTMENT:** Operations  
**SALARY GRADE:** 20

**DATE:** Jan 2016

**SUMMARY:** Under basic supervision, performs semi-skilled work in the operation of the Benbrook Water Authority (BWA) water treatment plants.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific duties.*

- Assists in operating and monitoring the operation of BWA facilities and equipment; performs work in accordance with all quality standards, safety regulations, and procedures; observes and monitors equipment and SCADA process control system; collects and tests samples, and cleans filters; checks equipment and meters to verify proper operating conditions; recognizes abnormally operating equipment; maintains records of services performed; notifies supervisors of problems beyond the scope of authority.
- Supports the relationship between Benbrook Water Authority and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and BWA staff; maintains confidentiality of work-related issues and BWA information; performs other duties as required or assigned.
- This is a full-time position of a minimum 40-hour week. Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary.

#### KNOWLEDGE AND SKILLS:

##### Knowledge:

- BWA policies and procedures.
- State and Federal laws and regulations governing water plant operations; including Texas Commission on Environmental Quality (TCEQ) standards.
- OSHA safety rules and regulations, and safety standards in utility plant environments.

##### Skill in:

- Reading and interpreting gauges and recording devices.
- Closely following verbal and written instructions and procedures, and safe work practices.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

#### MINIMUM QUALIFICATIONS:

High School diploma or GED equivalent; AND two years' experience with water utility programs; OR an equivalent combination of education and experience.

#### LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Class C Water Operator license from Texas Commission on Environmental Quality (TCEQ) is required; according to the needs of the BWA, additional training and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed indoors at BWA facilities; may be exposed to safety hazards and dangerous equipment; ability to lift and carry 80 pounds unassisted; ability to work varying shifts; ability to climb, stoop, kneel and crouch.