



HAINES CITY

WATER OPERATOR C

DIVISION:	WATER
DEPARTMENT:	UTILITIES
IMMEDIATE SUPERVISOR:	WATER SUPERINTENDENT
FLSA STATUS / NAME:	NON-EXEMPT

POSITION FUNCTION: Under the direction of the Water Superintendent, performs duties necessary to support the Water Division to ensure the proper operation and maintenance of the water treatment systems and equipment within the appropriate Federal and State regulatory guidelines.

ESSENTIAL DUTIES	PERCENT OF PERFORMANCE
Performs duties necessary to support the Water Division to ensure the proper operation and maintenance of the water transmission systems and equipment within the appropriate Federal and State regulatory guidelines. Duties include, but are not limited to, monitoring and sampling ground and well water, administering treatment processes, conducting of lab tests, sample analysis, running tests on various equipment, cleaning bottles for the auto sampler, and determining test results.	40%
Performs duties necessary to monitor and adjust system flows, treatment process conditions, backwash filters and basins, discharge water waste, and storage levels by monitoring the status of the production, storage and delivery systems. Duties include maintaining system reports and records by preparing and logging daily reports into the computer system. Responsible for reading and interpreting meters and gauges on central control panel or at individual machines or stage in treatment process, and appropriately adjusts controls.	30%
Responsible for maintaining and cleaning plant and plant equipment, and cleaning lab counters and floors. Duties include, but are not limited to, grounds maintenance, and basic pump and motor maintenance. May assist and/or be cross trained in pump and motor repair, maintenance and installation.	15%
Attends training classes as is required by the State of Florida and as is commensurate with the appropriate level of State licensure for the performance of job duties.	10%
Performs additional duties as assigned.	5%

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

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PHYSICAL DEMAND FREQUENCY:

C = CONTINUOUS **F = FREQUENTLY** **O = OCCASIONALLY** **R = RARELY** **N = NEVER**

Standing	F	Reaching	F	Bending	F	Hearing	C
Sitting	O	Handling	F	Stooping	F	Talking	F
Walking	F	Fine Dexterity	C	Twisting	O	Foot Controls	O
Lifting	O	Kneeling	F	Climbing	O	Other (state) _____	
Carrying	O	Crouching	F	Balancing	O		
Pushing/Pulling	O	Crawling	R	Vision	C		

PHYSICAL DEMAND DESCRIPTION: (The following descriptions are to provide an example of potential physical activities and does not address the position's potential for accommodation; it is intended as a general example of how the physical demands might be performed and is not all inclusive.)

Standing	Lab work
Walking	Plant inspections; calibration of chemical pumps; uneven terrain
Lifting/Carrying/Pushing/Pulling/Reaching/Handling	Up to 50lbs – polymer barrels/totes; dolly; hoses; equipment; trash and debris removal; opening vaults
Fine Dexterity	Telephone; tools; equipment; computer; SCADA
Kneeling/Crouching/Crawling	Plant inspections; calibration of chemical pumps; trash and debris removal
Bending/Stooping/Twisting	Landscaping; trash and debris removal; digging; trenching
Climbing/Balancing	Ladders; stairs; vaults; catwalks
Vision	Testing; sample analysis; computer; SCADA; plant inspections; instructions; driving; landscaping; trash and debris removal; equipment; calibration of chemical pumps;
Hearing	Telephone; assignments; communication with co-workers, supervisor and customers
Talking	Communication with co-workers, supervisor, and customers
Foot Controls	Driving

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: (The following list is intended to provide an example and is not to be construed as a comprehensive or complete catalog. The list does not include and does not supersede any requirements with respect to safety or protective equipment, uniform, apparel, gear or apparatuses required for the performance of any duties described herein.)

Computer, lab equipment, chemicals, pumps, water analysis equipment, radios, cell phones, hand tools, backhoe, calculator, SCBA, safety wear/gear, mowers, weed eaters, edger, and motors.

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ENVIRONMENT:

Duties are performed primarily within an outdoor and indoor environment or setting. Possible exposure to electrical and chemical hazards; vibration; loud noise; inclement weather; and dust, allergens and mold.

KNOWLEDGE/SKILLS/ABILITIES:

Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, two (2) to three (3) years work related experience, and a Class C Drinking Water Operator License are required.

Must exhibit attention to detail, accuracy, and safety.

Must be able to communicate and present oneself in a professional manner.

Ability to read meters, charts, gauges, instructional manuals and directions.

Ability to perform or learn basic mathematical equations in the performance of analysis and calculation of dosage.

Ability to read, interpret and follow technical information, directives, manuals, memos, reports and other work related materials.

Ability to write analysis sheets, reports, inventories, logbooks, purchase orders and work requests.

Ability to establish and maintain effective working and professional relationships with City employees and officials, and the general public.

Ability to take and follow oral instructions.

Ability to work under high demands, short time constraints, and pressure of a fast paced work environment.

Ability to work shift work and respond to emergency call-out.

Familiarity with Micro Soft Word and Excel.

Knowledge of System/Supervisory Control and Data Acquisition (SCADA).

OTHER REQUIREMENTS:

Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

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ACKNOWLEDGEMENT & SIGNATURE:

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to performing the duties of this job. The descriptions are not intended to be an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the City of Haines City (City) as the needs of the City and job requirements demand. By signing below, I agree that I have reviewed the above job analysis and acknowledgement and find it to be a fair representation of the job functions and requirements.

Employee Name

Employee Signature

Date

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