



City of Groesbeck

POSITION:	Plant Operator
DEPARTMENT:	Water Treatment Plant
STATUS:	Non-exempt from Overtime
FULLTIME:	Yes
HOURS:	Minimum 40 Hours/Week
SALARY RANGE:	\$12.00 - \$15.00 Hour
REV. DATE:	July 2017

JOB DESCRIPTION

JOB SUMMARY: Under direct supervision of the Chief Plant Operator to manage, maintain and assist in operating the Water Treatment Plant owned by the City of Groesbeck.

REPORTING RELATIONSHIP: Work is performed under the immediate supervision of the Chief Water Plant Operator and Director of Public Works.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB DUTIES:

- To perform daily operation procedures on all equipment.
- To assist in daily, weekly and monthly tests required on all equipment and water samples.
- To perform daily, weekly and monthly cleaning procedures when needed.
- To perform or assist landscaping crews, mowing crews or general maintenance crews when needed.
- To assist in keeping record books and keeping them in an orderly fashion and filed properly.
- To be able to perform intensive manual labor at any time in all types of weather.
- Expected to be available on weekends and after hours to be called in to work if needed.
- Expected to report to supervisor any equipment malfunction.
- Expected to perform any other assigned duties.
- Must be able to walk up several sections of steep stairways daily.
- Must be able to lift 50 lb. bags of chemicals and move 200 lb. chlorine cylinders.

MINIMUM QUALIFICATIONS:

- **Knowledge:** Basic computer skills. Knowledge of the City departmental organization structure and functions; knowledge of department policies and procedures.
- **Skills:** Skills in operating a water and wastewater treatment plant including distribution systems and collection systems. Skills in operating computer hardware, software, peripheral devices and other general office equipment. Oral and written communication skills are required.
- **Abilities:** Ability to organize data; ability to make some mathematical calculations; ability to develop filing and record keeping systems; ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
- **Education:** High school graduate or GED.
- **Experience:** A minimum of one year public works type experience. Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities may be an acceptable substitute for the above specified education and experience requirements.
- **Licenses and Certificates:** Required to maintain a Texas Class C driver's license; required to have and maintain certifications in water and wastewater from TCEQ.
- **Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to prolonged periods of standing and is frequently required to walk, reach and bend over. The employee must occasionally lift and/or move objects up to 200 lbs. The employee will work in a harsh environment, which is generally extremely hot or cold weather conditions. The employee must have adequate manual dexterity to operate a personal computer, telephone and other labor intensive equipment. The employee must have normal vision and hearing. The employee will be required to meet regular work and project deadlines and to deal with other staff members and the general public, which can be stressful.

Application for position available on-line at www.cityofgroesbeck.com or in-person at the City Secretary's Office, 402 W. Navasota Street, Groesbeck, TX 76642.