



TREATMENT PLANT OPERATOR FULL-TIME NON-EXEMPT

A. SUPERVISION RECEIVED

Works under the general direction of the Treatment Plant Supervisor. and or Lead.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible operation of equipment used to treat, test, and transfer water or wastewater. Responsible for handling various chemicals (chlorine, alum ammonia, lime and other acids and reagents) in the water lab for the treatment of water or wastewater.
2. Inspects and tests equipment on a regular basis to ensure proper function, and relays any variation from normal function to the supervisor immediately.
3. Monitors operating conditions, meters and gauges regularly.
4. Conducts readings (daily, monthly, and hourly depending on the type of reading) such as meter reading, test results, feed levels, storage tank levels, pressure readings, chemical levels, chemical pumps, etc.
5. Will run laboratory tests that include, but are not limited to, pH, chlorine residual (CL2), and turbidity.
6. Will be responsible for cleaning in and around the lab.
7. Participates in job specific training, and other various required corporate training programs;
8. Complies with federal and state regulations and all established corporate policies and procedures.
9. Other duties as may be assigned.

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- GED Certificate or High School Diploma A self-starting individual who possesses a High School Diploma or G.E.D and a valid Texas driver license.
- Must be willing to work towards and to pursue additional water licensing from the TCEQ. Must be willing to become current with the following schools:
- Water, Utility Safety, Water Distribution, Surface, and Water Laboratory.
- Strong communication skills are required in order to effectively present information to employees and management.
- Mathematics skills are required in order to apply data to formulas that determine treatment requirements, flow levels, and concentration levels.
- Must possess good judgment as well as exercise discretion in the performance of daily duties.
- *Must be able to work a flexible and rotating work schedule during the workweek and occasional weekends and have the ability to be on call 24 hours a day.*
- Position requires the handling of various chemicals such as chlorine, alum, ammonia, lime, and other acids and reagents.
- Will regularly work near moving mechanical parts and exposed to fumes or airborne particles.
- Frequently exposed to wet and/or humid conditions as well as toxic or caustic chemicals. May work in high, precarious places and in outside weather conditions where exposure to extreme cold, extreme heat, risk of electrical shock, and vibration may exist.

D. TOOLS AND EQUIPMENT USED

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Computer

Lab Equipment

Must be able to drive a company truck

E. SPECIAL REQUIREMENTS

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.
- b. While performing the duties of this job, the employee is regularly required to move around the offices and different locations throughout and communicate effectively verbally and in writing.
- c. The employee is required to operate a computer, telephone, and other electronic equipment.
- d. The employee must occasionally carry, lift, hold, push and/or pull up to 40 pounds office supplies, files, equipment and furniture.
- e. Must be able to pass a background check with no felonies along with a drug screening.

F. WORK HOURS

Core work hours are Monday through Friday except holidays. This is a full-time non-exempt position and eligible for overtime pursuant to the needs of the SUD and at the direction of the Treatment Plant Supervisor. Any overtime hours performed must be pre-approved by the direct Supervisor. "On-Call" will be required once you're able to work alone. This will be a set \$75 for the week and any additional overtime.

G. COMPENSATION

Pay range will be determined upon experience. Salary is commensurate with the position. Pay days are determined by the "COMBINED CONSUMERS SUD PERSONNEL MANUAL". Pay days are determined by the "COMBINED CONSUMERS SUD PERSONNEL MANUAL".

H. BENEFITS

Benefits shall be in accordance with those outlined in the COMBINED CONSUMERS SUD PERSONNEL MANUAL, as maybe modified by the specific employee's offer letter or amendments to the PERSONNEL MANUAL.

I. EQUAL OPPORTUNITY EMPLOYER

The SUD's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the Human Resources Director, Lisa Thompson-Smith at (903) 356-3321 ext 202 or email at lthompson@ccsud.com

Please note: This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the SUD may be altered by the SUD's Board at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the