



City of Tempe

PLANT OPERATOR+ (SBP)

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	461	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$23.955769
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$28.148077
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plant Operator+ (SBP)
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

DISTINGUISHING CHARACTERISTICS
<p>This is a full journey level class within the Plant Operator series. Employees within this class are distinguished from the Plant Operator Trainee+ by the performance of the full range of duties per ADEQ’s definition of Direct Responsible Charge of Plant. Employees at this level receive only occasional instruction or assistance as new technology or as unusual situations arise.</p> <p>Positions in this classification will be given the opportunity to and/or be required to learn and perform duties in other skill/trade areas (i.e. skill blocks) including: mechanical maintenance, electrical work, automated instrumentation and control (I&C), solids handling facility, and plant asset data management.</p>

REPORTING RELATIONSHIPS
<p>Receives general supervision from a Plant Supervisor or other supervisory staff.</p> <p>Act as a subject matter expert to assist in training other staff, as well as acting as mentor to Plant Operator Trainees.</p>

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One year of qualifying experience as a Grade II or higher plant operator performing operation duties in a water treatment facility.
<i>Education:</i>	Equivalent to completion of the twelfth grade. Course work in water treatment, chemistry, biology, or a degree related to the core functions of this position is highly desirable.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of Grade II water treatment certification issued by the State of Arizona or its equivalent in another state or jurisdiction (reciprocity). ● Possession of, or required to obtain within six months from date of hire, a Grade III water treatment certificate issued by the State of Arizona. ● Must possess and maintain a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of skilled technical duties and tasks in the operation, maintenance and testing at the City's water treatment plant facility. Monitor plant functions, collect samples, perform laboratory testing, and adjust chemical feed rates and equipment to adhere to regulatory qualifications for the production of safe drinking water.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Monitor treatment plant functions by reading gauges, graphs, meters and control panels; perform and evaluate chemical tests to determine adjustments necessitated by changing processing needs, adjust pumps, flow valves and chemical systems;
- Make regular rounds of the plant performing a variety of duties pertaining to water treatment and plant maintenance; observe variations in operating conditions and monitor plant functions by interpreting computer information (i.e. SCADA), meters, gauge, graph and control panel readings as well as lab test results to determine processing requirements;
- Collect liquid samples and perform a variety of laboratory tests; document results and take appropriate actions; enter data into a computer and compile readings and test results into hourly, daily and monthly reports;
- Perform tests to assist in maintaining an on-site compliance and control laboratory; calibrate and maintain some laboratory equipment including pH meters, turbidimeters, conductivity meters, titrators, spectrophotometer, hydrometers, etc.;
- Operate valves, gates, pumps, motors and generators in controlling treatment processes; perform routine maintenance work on valves chemical feed systems and related equipment as required;
- Determine flow rates and calibrate chemical feed systems;
- Assist in the training other staff as well as mentoring Plant Operator Trainees in plant operations as needed;
- Communicate and coordinate with SCADA Control Center, security, contractor, vendor, delivery and trade personnel;
- Answer questions and provide information to the public; respond to and resolve complaints;
- Perform a variety of plant maintenance duties (i.e.); grease chains, shafts, sprockets, rails, pipes and bearings; wash and clean out basins and channels; paint and repair facility structures;

inspect and adjust to reflect lab test results on automatic instrumentation; perform PM on chemical feed systems; repair piping, pumps and valves;

- Maintain and clean plant facility and grounds;
- Inspect buildings, grounds, pump stations and equipment for conformance to safety standards and security requirements;
- Assist maintenance personnel in receiving and testing quality of chemical deliveries;
- Record and communicate failures of and problems with equipment and generate Hansen work orders;
- Be responsible for interpreting plans, prints, and maps, Standard Operating Procedures, Job Hazard Analysis and Material Safety Data Sheets as applies to current work assignments;
- Generate Standard Operating Procedures and Job Hazard Analysis;
- Establish accurate legal record of all plant operations;
- Respond to and communicate with supervisors and co-workers regarding present and potential problems and hazards;
- Perform Confined Space Entry duties as entrant, attendant and/or Authorized Entry Supervisor as plant duties necessitate;
- Troubleshoot, operate and assist in repair of Sodium Hypochlorite generation plant;
- Troubleshoot, operate and assist in repair of Ultra Violet disinfection plant (South Plant);
- Consult with engineers, contractors and programmers on new and current system applications;
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide seamless water quality production;
- Comply with all safety requirements, and safety training;
- Independently make critical water plant operational decisions;
- Document daily activities with precision for regulatory compliant operator logs;
- Perform a variety of preventive maintenance (PM) duties during plant operation; service equipment, wash and clean out basins and channels and maintain facility structures;
- Record and communicate failures of, and problems with, equipment;
- Initiate and complete Computer Maintenance Management System (CMMS) work orders;
- Be responsible for interpreting plans, prints, and maps, Standard Operating Procedures, Job Hazard Analysis and Material Safety Data Sheets as applies to current work assignments;
- Respond to and communicate with supervisors and co-workers regarding present and potential problems and safety hazards;
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide seamless water quality production;
- Perform operations duties as assigned on weekends and holidays;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects weighing up to 50 lbs.;
- Move heavy objects with a dolly, forklift, etc.;

- Operate city vehicles (i.e. pick-up truck, tractor);
- Use power tools (i.e. drills, saws, grinders);
- Use tools (i.e. screwdrivers, wrenches and hammers);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operates computers, calculators and other office machines;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May work alone for extended periods of time;
- Operate city equipment (i.e. forklift and tractor).

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective February 2000
Revised September 2005 (separated reclamation assignment)
Revised October 2006 (updated entire job description)
Revised February 2008 (add Kyrene MQs and duties)
Revised February 2014 (remove Kyrene MQs and duties)
Revised January 2017 (add physical/mental activities)
Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)

