



# City of Mexico Beach

## Job Description

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**Department:** Public Utilities

**Position:** Water Plant Operator

**FLSA Status:**

Non-Exempt

### **Job Summary:**

Technical work involving all aspects of the operation and maintenance of water treatment plant.

### **Major Duties and Responsibilities:**

- Monitors the water treatment plant performance to ensure safe and effective treatment and supply of city's water supply.
- Performs routine laboratory testing of raw water and finish water.
- Collects distribution samples in accordance with sampling plan.
- Reads and records daily plant parameters, chemical levels, and equipment readings.
- Makes adjustments to chemical feed systems.
- Performs light interior and exterior building maintenance and housekeeping.
- Assist Utilities Superintendent with overseeing the operations of the water treatment plant and water distribution system.
- This position is considered essential personal, assist in recovery of water treatment plant and distribution system after a disaster.
- Performs other duties as assigned.

### **Job Requirements:**

#### **Knowledge, Skills and Abilities:**

- Knowledge of operation and maintenance requirements of water treatment plant.
- Basic physical and chemical analyses for potable water quality analysis.
- Ability to read meters, charts, and gauges. Maintain records and reports.
- Knowledge of chemistry and math.
- Ability to interpret written and/or oral instructions and reports.
- Acceptable eyesight and hearing. (With or without correction)
- May require lifting and carrying up to 100 pounds.
- Climbing, walking, depth perception, sitting, and good balance.

**Education and/or Training:**

- High school diploma or equivalency diploma.
- Possession of a valid class "C" Water Treatment Plant Operator certification issued by the State of Florida (FAC 62-602).
- Minimum of one (1) year of experience in the operation of a water treatment plant.
- Must possess a valid Florida driver's license with a driving record acceptable to the City's driving policy and insurance program.

**Community Relations Functions:**

- Must be able to interact and communicate with public.
- Ability to answer public inquiries about water treatment plant.
- Give tours of water treatment plant.

**Work Environment:**

- Work is primarily indoors but outdoor exposure to weather, field conditions is required.
- Exposure to extreme noise, odors, dust, heights, and irate customers.
- Exposure to hazardous chemicals, heavy equipment, moving machinery.
- This position may require the use of Personal Protective Equipment (PPE) and may require the ability to pass a medical evaluation.

**Tools and Equipment:**

- Ability to operate backhoe, tamper, trencher, jack hammer, tapping machine, saws (both hand and power), service trucks, pumps, volt meter, amp meter.

**Supervision Received and Exercised:**

- This position reports to Utilities Superintendent.

**Pay Grade:** 109**Disclaimer:**

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

## **Attachment to Water Plant Operator Job Description**

The City of Mexico Beach is currently accepting applications for the position of a **Water Plant Operator**. The position's primary responsibility is technical work involving all aspects of the operation and maintenance of the water treatment plant. Qualified candidates will be in possession of a valid class "C" Water Treatment Plant Operator certificate issued by the State of Florida (FAC 62-602). Have a valid driver's license with a driving record acceptable to the City's driving policy and insurance program and have a minimum of (1) year of experience in the operation of a water treatment plant. Starting salary DOQ with salary range of \$27,664 - \$40,580. To view a detailed job description, visit [www.mexicobeachgov.com](http://www.mexicobeachgov.com). To apply please submit a Job Application, Resume and Cover Letter to the City Clerk at [I.hovind@mexicobeachgov.com](mailto:I.hovind@mexicobeachgov.com) or City of Mexico Beach, ATTN: City Clerk Po Box 13425 Mexico Beach, FL 32410 Position open until filled.