

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PLANT OPERATOR - WATER / WASTEWATER

#### QUALIFICATIONS

- Associate's or Bachelor's Degree preferred.
- High School Diploma or equivalence or Florida Special Diploma.
- Five years' experience in water and wastewater systems.
- A class C operator's license for a drinking water treatment plant, pursuant to Chapter 62-602, 62-555.350(8) and 62-699.310, Florida Administrative Code.
- A class C operator's license for a wastewater treatment plant, pursuant to Chapter 62-602, 62-555.350(8) and 62-699.310, Florida Administrative Code.
- A Backflow Prevention Assembly Testing Certification, pursuant to Chapter 62-555.360, Florida Administrative Code.
- Valid driver's license.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current laws and regulations related to the Department of Health and Safety Regulations.
- Ability to read and comprehend water and wastewater system drawings.
- Knowledge of computer applications as related to departmental job functions.
- Strong observational skills and the ability to communicate effectively, both orally and in writing.
- Ability to make independent judgments based on plant assessment and experience.
- Ability to take appropriate action for operational changes at water and wastewater plants.
- Knowledge of federal, state, and local water/wastewater treatment guidelines and procedures.
- Knowledge of backflow cross connection control and inspection procedures.
- Skill in performing backflow inspection and testing according to established procedures and standards.
- Skill in computer usage to create reports, databases, graphs, and flow charts.
- Ability to interpret D.O., pH, and chlorine readings for optimum plant operation and process control.
- Ability to interpret and apply policies, procedures, laws, and regulations pertaining to Consumption Use Permits (CUP) under the St. Johns River Water Management District.

#### SUPERVISION

**REPORTS TO** Division Supervisor  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To ensure the District's water and wastewater distribution systems and treatment plants are operated and maintained in a safe manner as prescribed by Florida Statutes and the Department of Environmental Protection regulations. To protect the potable and non-potable water supply of the District by inspecting backflow assemblies as prescribed by the National Plumbing Code, the American Water Works Association Rules, Florida Statutes, and the Florida Department of Environmental Protection regulations.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Calibrate chlorine and pH field meters daily according to FDEP SOP requirements. Document proper calibration techniques by recording results in the calibration log book. Conduct chlorine and pH wet tests daily using calibrated laboratory equipment. Based on chlorine and pH wet test assessments, operational changes may be required at the discretion of the operator.

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2. \*Record effluent meter readings in the plant log books along with wet test results. Update the daily spreadsheet at active plants to reflect wet test results and meter readings. Visually inspect both plants for proper operation, this includes but is not limited to; feed pumps, aerators, wet well, filters, clarifier weirs, screens, valves, lift station equipment, blowers, chemicals, pumps, meters, controls, tanks, gauges, float balls, and levels.
3. \*Document daily plant checks in the FDEP plant log books. Update and maintain all plant log books to include but are not limited to; signature of operator, license number, date, time in and time out, specific operation and maintenance activity, documentation of repairs, results of wet tests performed, temperature of wet tests, flow meter readings, samples taken, equipment off line or out of service, and any other duties completed at the plant.
4. \*Perform maintenance as required in the (O&M) manual for each plant.
5. \*Collect samples from District potable water and wastewater treatment facilities, as required by the FDEP wastewater sampling protocol and the FDEP chemical and bacteriological monitoring requirements for drinking water.
6. \*Prepare, sign off, and submit monthly operating reports, including sample results, to FDEP as required.
7. \*Daily plant checks, wet tests, visual inspections, maintenance records, calibration reports, monthly reports, and sampling is required pursuant to Chapter 62-602, 62-555 and 62-699, Florida Administrative Code.
8. \*Maintain appropriate operator's license pursuant to Chapter 62-602, 62-555.350(8) and 62-699.310, Florida Administrative Code.
9. \*Adhere to FDEP chemical and bacteriological monitoring requirements for drinking water, including Coliform sampling plan, D/DBP monitoring plan, lead and copper plan, and emergency response plan.
10. \*Adhere to FDEP maintenance requirements, compliance schedule, and sampling protocol for wastewater treatment plants - conduct CBOD, TSS, and Fecal sampling monthly. Conduct Influent CBOD/TSS sampling and effluent nitrate sampling on a yearly basis.
11. \*Maintain adequate levels of all prescribed chemicals onsite (Sodium Hypochlorite, Polyphosphate, SWE4412, and SWE 7044).
12. \*Conduct weekly plant site visits as required.
13. \*Deliver samples to the approved contracted laboratory (AEL), as per FDEP sampling requirements.
14. \*Monitor treatment process and make necessary operational adjustments as indicated by current/future conditions and trends.
15. \*Keep current about new rules and regulations regarding water and wastewater treatment facilities and requirements.
16. \*Maintain current Backflow Prevention Assembly Testing Certification, pursuant to Chapter 62-555.360, Florida Administrative Code. Perform recertification every two (2) years.
17. \*Conduct backflow inspection and testing according to established procedures and standards. This is performed at 71 District facilities, with a total of 351 backflow assemblies.
18. \*Maintain a backflow database that includes equipment, inspection/testing data, and calibration records for backflow assemblies.
19. \*Perform AC cooling tower meter readings at District schools to determine the sewer credit SCPS receives from the city or county. Send meter readings to the Energy Manager. Maintain spreadsheet on a monthly basis.
20. \*As per the St. Johns River Water Management District, record Consumption Use Permit (CUP) meter readings at 6 District schools in the District. Maintain spreadsheet on a monthly basis.
21. \*Assist coworkers with work order training, troubleshooting, issues, or problems on their iPads.
22. Perform other duties as assigned by the Division Supervisor.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment, Pickup Truck, DO meter, pH meter, Chlorine meter, backflow testing equipment, Microsoft Office suite application, WebTMA work order application, FDEP OCULUS database.

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## PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Crawling** Moving about on hands and knees or hands and feet.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

AO-13-H **\$42,283 - \$72,239**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position 1464  
Personnel Category 18  
EEO-5 Line 53  
Function Vary  
Job Code 1464  
Survey Code 81022

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

December 20, 2016  
February 13, 2007

ADA Information Provided by Denis Quagliani  
Position Description Prepared by Denis Quagliani