CPWS
Columbia Power & Water Systems

Job Description

Job Title: Water Treatment Plant Lead Operator

Effective Date:

Department: Water Production

Reports To: Water Treatment Plant Superintendent

Classification: Non-Exempt, Safety-Sensitive

Job Purpose: To control Water Treatment Plant machines and equipment to purify and clarify water for human consumption and for industrial use and to assist the Water Treatment Plant Superintendent in supervising and coordinating all activities related to the maintenance and operation of the Water Treatment Plant to meet local, state, and federal water quality standards.

Supervises: Water Treatment Plant Operators

Water Treatment Plant Assistant Operators

In the absence of the Water Treatment Plant Superintendent:

Water Treatment Plant Chemist

Water Treatment Plant Technician

Supervisor Responsibilities in the absence of the Water Treatment Plant Superintendent:

- Directs activities of workers engaged in filtering, chemically treating, pumping, and testing fresh and processed water in preparation for human or industrial use
- Plans daily work schedule and assigns tasks to workers based upon priority of work and expertise of individual workers
- Maintains records on chemical usage and storage, equipment operation, and personnel attendance
- Directs workers in repair of equipment or reports needed for repairs to designated authority
- Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment
- Recommends measures to improve production methods, equipment, performance, quality, and efficiency
- Interprets company policies to workers and enforces safety regulations
- Interprets specifications and job orders to workers and assigns duties
- Analyzes and resolves work problems or assists workers in solving work problems

Duties/Responsibilities:

- Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant
- Adds specified amounts of chemicals, such as chlorine, alum, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water
- Pumps purified water into water mains
- Monitors panel board and adjusts controls to regulate flow rates, loss of head pressure, water elevation, and distribution of water
- Cleans tanks and filter beds using backwashing (reverse flow of water)
- Repairs and lubricates machines and equipment using hand tools and power tools
- Tests water samples to determine acidity, color, and impurities using colorimeter, turbidimeter, and conductivity meter
- Records data, such as residual content of chemicals, water turbidity, etc.
- Collects water samples from distribution system
- Answers telephone for both water and power system after office is closed
- Maintains cleanliness of the Water Treatment Plant
- Works a variety of shifts to meet the supervisory staffing needs of the Water Treatment Plant
- Subject to stand-by, after-hours, and/or emergency call-out
- Other work as assigned

Required Skills/Abilities:

- Acknowledge and adhere to all CPWS policies
- Regular attendance at work
- Perform duties safely without endangering self, others, and the public
- Ability to use judgement and make decisions to keep the system operating
- Ability to follow instructions
- Ability to work both inside and outside but mainly inside with some outside work

Physical Requirements:

- Ability to lift 0 – 100 pounds for 2 hours a day
- Ability to lift and/or carry objects weighing 25 – 100 pounds for 2 hours a day
- Ability to walk
- Ability to stand for 4 hours a day
- Ability to stoop, bend, climb, and twist
- Ability to talk, see, and hear

Education, Experience, and Qualifications:

- High School Diploma or equivalent required
- Valid State of Tennessee Driver's License required
- State of Tennessee Grade 4 Filtration License required
- Bachelor's degree in engineering, math, science, or another related field preferred

Residency Requirements:

- Must reside within a CPWS service territory or Maury County due to the position being subject to stand-by, after-hours, and/or emergency call-out

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.