



Columbia Power & Water Systems

## Job Description

**Job Title:** Water Treatment Plant Assistant Operator

**Effective Date:**

**Department:** Water Production

**Reports To:** Water Treatment Plant Superintendent

**Classification:** Non-exempt, safety sensitive

**Job Purpose:** To perform a variety of limited tasks, under direct supervision, to control Water Treatment Plant machines and equipment to purify and treat water for human consumption and for industrial use.

**Duties/Responsibilities on a limited basis as directed, instructed, and/or assisting others in the performance of the following under direct supervision:**

- Operate and control electric motors, pumps, and valves to regulate the flow of raw water into the Water Treatment Plant
- Add specified amounts of chemicals, such as chlorine, alum, and lime into water or adjust automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water
- Pump purified water into water mains
- Monitor panel board and adjust controls to regulate flow rates, loss of head pressure, water elevation, and distribution of water
- Clean tanks and filter beds using backwashing (reverse flow of water)
- Repair and lubricate machines and equipment using hand tools and power tools
- Test water samples to determine acidity, color, and impurities using colorimeter, turbidimeter, and conductivity meter
- Record data such as residual content of chemicals, water turbidity, etc.
- Answer telephone for both water and power system after office is closed
- Maintain cleanliness of Water Treatment Plant
- Subject to stand-by, after-hours, and/or emergency call-out
- Work evening and midnight shifts as assigned. This position will exclusively be a midnight shift position (11:00 p.m. to 7:00 a.m.) and subject to weekends
- Other duties 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 read and understand instructions and job-related material (blueprints, drawings, orders, safety data sheets, distribution maps, manuals, etc.)
- Ability to write
- Ability to follow instructions
- Ability to use basic mathematical skills to be able to add, subtract, multiply, and divide
- Ability to communicate and exchange information with the public on the phone, especially during emergencies and outages
- Ability to work both inside and outside and be exposed to noisy places, fumes, chemicals, toxic substances, and machinery
- Ability to be exposed to weather conditions that are cold, hot, rainy, and windy
- Ability to satisfactorily complete off-site vocation education, in-house training programs, and on-the-job training

**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 8 hours a day
- Ability to stoop, kneel, and crouch for long periods of time
- Ability to talk, see, hear, reach, handle, and feel

**Education, Experience, and Qualifications:**

- High School Diploma or equivalent required
- Valid State of Tennessee Driver's License required
- Bachelor's Degree in engineering, math, science, or other related field preferred
- State of Tennessee Grade IV License for Water Treatment Plant Operation 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.