

**DUNES COMMUNITY DEVELOPMENT DISTRICT
DUNES UTILITY DIVISION
JOB DESCRIPTION**

Job Title: Plant Operator
Reports to: Supervisor – Plant Operations
Date: June 18, 2009
FLSA Classification: Non-Exempt

JOB SUMMARY

Perform operations and maintenance on the utility's water, wastewater and effluent treatment and pumping systems. Maintain complete and accurate records required by DEP Permits. Responsible, 24 hours per day, for systems operations and repairs.

ESSENTIAL JOB FUNCTIONS

- Operate water, wastewater and effluent treatment systems within limits established by DEP and SJRWMD's Permits for the Dunes CDD Facilities.
- Maintain records as required by DEP and SJRWMD's Regulations and Permits covering the water, wastewater, and effluent systems.
- Maintains daily log during assigned shift.
- Meets attendance requirements.
- Makes repairs to plant equipment as directed and is responsible for plant operation during assigned shift.
- Makes adjustments to chlorine and other chemical feed equipment as necessary.
- Responsible for water quality sampling programs required by State agencies.
- Responsible for knowing and following District policies and procedures, including safety guidelines.
- Assist other utility staff in analyzing customer complaints and problems.
- Supervise the activities of outside contractors performing repairs on water, wastewater and effluent systems repairs and coordinate their work when their services are required.
- Responsible for operation and maintenance of plant equipment, including inspection, lubrication and preventative maintenance on motors, pumps, screens, gauges and meters.
- Works different shifts, including weekend shifts as required by Supervisor of Plant Operations
- Perform other duties as assigned by the Supervisor of Plant Operations.

KNOWLEDGE, SKILLS AND ABILITIES

Technical:

- Extensive knowledge of water, wastewater, and effluent systems as well as the maintenance and repair of their component parts.
- Ability to effectively work and communicate with others.
- Ability to read engineering drawings.
- Prepare accurate and complete reports.
- Ability to organize and maintain logs and other records.
- Familiarity with Regulatory Agency rules and standards.
- Hold valid Florida driver's license.
- Hold current State of Florida Certification minimum Class C Water Treatment Plant Operator or minimum Class C, Wastewater Treatment Plant Operator and become dual certified (hold minimum Class C Water Treatment Plant Operator and minimum Class C, Wastewater Treatment Plant Operator) within two years of appointment of this position.

Physical:

- Ability to work outside for prolonged periods throughout the year.
- Ability to stand and walk as needed throughout the day.
- Ability to lift moderate to heavy weights (up to 75 pounds), bend, stoop and reach throughout the day.
- Close concentration, visual attention and need for manual dexterity.
- Non-sensitivity to dust, pollen, and other environmental conditions in the utility district.

Other Capabilities:

- Possess tact, firmness, patience, reliability, neat appearance, willingness and ability to accept responsibility, and keenness of observation.
- Ability to use basic and specialized tools required for utility system maintenance.
- Ability to operate basic office equipment.

CONDITIONS OF EMPLOYMENT

- Ability to qualify for a fidelity bond.
- Willingness to report for duty or work additional hours whenever emergencies arise.
- Employees are required to work in a drug-free and smoke-free workplace.

QUALIFICATIONS

- High school diploma, G.E.D. or other certificate of competency
- Valid Florida Drivers License

NOTE:

The statements contained in this job description reflect general duties as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences. Please be aware that this job description is subject to change at any time due to the changes in technology or departmental procedures. This position requires a candidate who is flexible and open to change.

ACKNOWLEDGEMENT

I acknowledge that I have received the Plant Operator Job Description. I have read and understand the job's objectives; essential and other functions, minimum requirements, performance standards and working conditions outlined in the Job Description and agree to conform to them.

Employee's Signature
Date:

Supervisor's Signature
Date: