

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

Job Title: Plant Operator
Reports to: Supervisor – Plant Operations
Date: September 12, 2023
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.
- Operate PC based Supervisory Controls and Data Acquisition (SCADA) programs for all treatment, pumping, monitoring, recording and alarm equipment in the systems.
- Maintain records as required by DEP and SJRWMD's Regulations and Permits covering the water, wastewater, and effluent systems.
- 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 water, wastewater and effluent systems repairs and coordinate the activities of outside contractors performing repairs.
- Perform other duties as requested by the Supervisor – 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 with others.
- Ability to read engineering drawings.
- Prepare accurate and complete reports.
- Ability to organize and maintain logs, spreadsheets, and other records.
- Familiarity with Regulatory Agency rules and standards.

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 seventy-five 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 and SCADA equipment required for utility system operation and maintenance.
- Ability to maintain various database and excel spreadsheet formats, Microsoft Office products and operate basic office equipment.

CONDITIONS OF EMPLOYMENT

- Hold valid Florida driver’s license or ability to obtain one within 3 months.
- Capability to pass a background check and drug test.
- Ability to maintain a positive and effective work environment for staff and vendors.
- 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.
- Applicant must hold at least one current Florida Treatment Plant Operator’s license. The license must be a Class C Water license or a Class C Wastewater license. Both are preferred. In the event that neither license is held, the applicant must possess the ability to obtain either license within 2 years and both licenses within 3 years.

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 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: