



**TARENTUM BOROUGH  
ALLEGHENY COUNTY, PENNSYLVANIA**



**JOB DESCRIPTION**

**JOB TITLE:** Water Plant Operator

**DEPARTMENT:** Water Treatment Plant

**STATUS:** Existing Position

**TERMS:**

- 1) Full-time with shift schedule potential
- 2) Hourly position with full benefits of non-uniform contract provisions
- 3) Non-exempt position, AFSCME District 84

**SUPERVISION:** Water Plant Supervisor

**SUMMARY OF DUTIES**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of water treatment plant facilities and systems.

**SUPERVISION EXERCISED**

None generally. May exercise supervision over assistants, interns, or consultants on a given project, as assigned. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

**TYPICAL DUTIES**

Monitor the performance of all equipment, instrumentation, and controls in the water treatment plant.

Records statistical data on accordance with Federal, State, County and Borough laws, statutes, and ordinances, concerning plant operations.

Maintains, operates, repairs, and replaces equipment as necessary and also in accordance with established management guidelines and Operations and Maintenance Manual.

Charts lab test results for trend analysis and maintains accurate records of analyses and test results, evaluates data and writes reports as required.

Operates, maintains, and repairs malfunctions at the water treatment plant, pump house, repairs gauges, pumps, filters and other controls and equipment.



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Collects samples and identifies concentrations of chemical, physical, or biological characteristics of water required in accordance with Federal, State, County and Borough safe water act requirements.

Gathers and tests water samples for plant efficiency reports as required. Monitors water quality and turbidity, and checks chlorine and fluoride levels along with all other potable water treatment parameters.

Performs quality control tests on lab equipment and lab analyses, evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Assists lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by lab in accordance with all applicable laws.

Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meters, probes, and other water monitoring equipment.

Maintains the drawings and schematics of electrical and other systems in the water treatment plant. Maintains all associated records as required by Borough management staff.

Monitors performance of electrical systems, circuits, emergency generators, or equipment of the water treatment plant and pump house.

Serves on various employee or other committees as assigned.

Works in a safe manner and abides by all safety standards established by the Borough safety committee.

Performs other duties, tasks and jobs as directed by the Water Plant Supervisor.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) High school diploma or G.E.D.
- (B) Possession of a State of Pennsylvania Waterworks Operator's Certificate (non-grandfathered) in accordance with PA Code Title 25, Environmental Protection, Chapters 301, 303, and 305 (State Board Certification) relative to the Tarentum Borough Water Treatment Plant or the ability to obtain such a license within three years of hire.



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- (C) The ability to attend and successfully complete any additional training courses required by the Borough in order to maintain certification requirements (CEU's).
- (D) Working knowledge of equipment, facilities, materials, methods, and procedures and processes used in water treatment plant operation and maintenance activities, and the ability to calibrate equipment.
- (E) Working knowledge of process chemistry and laboratory procedures and practices.
- (F) Skill in operation of some of the tools and equipment listed in this job description.
- (G) Ability to perform mathematical process control calculations.
- (H) Ability to work in a safe manner.
- (I) Ability to communicate effectively verbally and in writing.
- (J) Ability to establish and maintain effective working relationships with employees, and other departments and the public.
- (K) Ability to understand and carry out written and oral instructions.
- (L) Ability to write, read, and speaks the English language fluently.
- (M) Must be a United States citizen.
- (N) Must possess a current State of Pennsylvania driver's license at the time of hiring and throughout employment period.

**PREFERRED QUALIFICATIONS**

Preferably, the successful candidate will have two years post-secondary college or technical training in biology, environmental science, chemistry or a closely related field, and at least one-year experience working in a water treatment plant. Also, the successful candidate will possess knowledge of applicable Federal Environmental Protection Agency, Pennsylvania Department of Environmental Protection, Allegheny County health Department, and any other applicable regulatory agencies.

**TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, computers, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of laboratory equipment commonly found in a water treatment facility.



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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk, talk to hear, sit, climb or balance, stoop, kneel, crouch, or crawl and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

**GENERAL PROVISIONS**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the Borough of Tarentum and employee/union and is subject to change by the Borough of Tarentum as the needs of the Borough and requirements of the job change.

The successful candidate will be placed on a probationary period as defined in the controlling collective bargaining contract.

If the successful candidate does not possess a current State of Pennsylvania Waterworks Operator's Certificate and fails to obtain such a Certificate within three years from employment date, the



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Borough shall retain the exclusive right to terminate the employee. Such a certificate shall be a requirement for this job position. This requirement for a current State of Pennsylvania Waterworks Operator's Certificate also applies to existing union employees who bid and are selected for this job position.

All existing and newly hired employees must reside within ten (10) air miles of the Tarentum Borough Building within 6 months of hire date. Failure to relocate within the Borough will result in the Borough's right to terminate the employee.

**SELECTION GUIDELINES**

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.

**RECOMMENDED FOR APPROVAL BY:**

  
\_\_\_\_\_  
**Michael L. Nestico**  
**Borough Manager**

**8/8/2019**  
\_\_\_\_\_  
**Date**

**APPROVED BY BOROUGH COUNCIL ON THIS 8TH DAY OF AUGUST, 2019.**

  
\_\_\_\_\_  
**Erika Josefowski**  
**President of Council**

**8/8/2019**  
\_\_\_\_\_  
**Date**