



TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA



JOB DESCRIPTION

JOB TITLE: Water Systems Operator

DEPARTMENT: Water Department

STATUS: Existing Classification

TERMS:

- 1) Full-time with shift schedules; On-call as needed
- 2) Union Position (AFSCME)
- 3) Non-Exempt Hourly with full benefits

SUPERVISION: Water Plant Manager

SALARY RANGE: As outlined in the Collective Bargaining Agreement. The 2026 rate for Class A is \$30.34 per hour

SUMMARY OF DUTIES

Performs various semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of water treatment plant facilities and systems. This **position is primarily located and responsible for water plant operations**, but may be called on to assist water distribution operations from time to time.

SUPERVISION RECEIVED

Receives general supervision from the Water Plant Director or Borough Manager. Works under direction but exercises independent judgment in the field.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate, monitor, and maintain all water plant equipment, instrumentation, and control systems, including pumps, valves, gauges, filters, and SCADA interfaces.
- Perform routine inspections and preventive maintenance; repair or replace equipment as needed in accordance with the Operations and Maintenance Manual.
- Collect and analyze water samples; perform chemical, physical, and biological testing to ensure water quality meets regulatory standards (e.g., chlorine, fluoride, turbidity).



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- Record, chart, and interpret test results and operational data; maintain accurate logs and generate reports for regulatory agencies and Borough management.
- Calibrate and repair laboratory and plant instrumentation, including flow meters, probes, and chemical feed systems.
- Ensure proper chemical dosing and monitor system efficiency; adjust treatment processes based on lab results and operational trends.
- Handle and dispose of chemicals and laboratory wastes in compliance with safety and environmental regulations.
- Monitor electrical systems and emergency generators at the plant and pump stations; report and address malfunctions.
- Maintain and update plant schematics, wiring diagrams, and equipment records.
- Follow all Borough safety procedures, including confined space entry, trenching, PPE use, and traffic control.
- Assist with water distribution functions as needed under the supervision of the Water Distribution Coordinator or Water Systems Manager.
- Participate in rotating on-call shifts and respond to after-hours emergencies as needed.
- The Water Systems Manager may assign other duties that are a logical progression of this job.

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DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED required.
- (B) Experience with water plant treatment and operations preferred
- (C) Preferably, the successful candidate will have two years of post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field

Necessary Knowledge, Skills, and Abilities:

- (A) Knowledge of water system operations, maintenance, and repair practices.
- (B) Familiarity with tools, equipment, and digital devices.
- (C) Ability to operate machines, valve exercisers, and other plant equipment.
- (D) Ability to read blueprints, as-built drawings, and plant system maps.
- (E) Basic computer skills for recordkeeping and digital meter reading.
- (F) Ability to communicate clearly and professionally with residents, coworkers, and supervisors.
- (G) Ability to work in adverse conditions and be available for after-hours emergencies.
- (H) Working knowledge of process chemistry, laboratory procedures, and practices
- (I) Working knowledge of equipment, facilities, materials, methods, and procedures and processes used in water treatment plant operation and maintenance activities, as well as the ability to calibrate equipment.
- (J) Working knowledge of process chemistry, laboratory procedures, and practices

SPECIAL REQUIREMENTS

- (A) Possession of a valid Pennsylvania Driver's License.
- (B) Must be a United States Citizen
- (C) Possession of or ability to obtain a PA DEP Water Plant Operator Certification within 36 months.
- (D) Possession of or ability to obtain a PA DEP Water Distribution Certification (Class E) within 36 months.

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these 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 is frequently required to stand. The employee is occasionally required to walk, talk,

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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 75 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, 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, the 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.

SELECTION GUIDELINES

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

GENERAL CRITERIA

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 a logical assignment to the position.

The successful candidate must successfully pass a background investigation, including criminal history, employment history, education history, credit check, etc.

If the successful candidate does not possess a current State of Pennsylvania Waterworks Operator's Certificate and a distribution **license** or fails to obtain such a Certificate and **license** within three years from the employment date, the Borough shall retain the exclusive right to terminate the employee. Such a certificate shall be a requirement for this job position. This requirement also applies to existing union employees who bid and are selected for this job position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the employer's needs and job requirements change.

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