Fluvanna County, Virginia
Department of Public Utilities
Job Description

UTILITIES SYSTEM OPERATOR III

Job Class #: 3632
Pay Grade: 12
Category: Full-Time (with benefits)
FLSA Status: Non-Exempt
Reports To: Assistant Public Works Director of Utilities

SUMMARY
Performs intermediate skilled work in the operation, maintenance, and repair of water & sewer treatment plants, pump stations and piping systems, and related equipment and appurtenances; does related work as required. Work is performed under minimal supervision.

This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position:

• Operates, maintains, and repairs equipment associated with wastewater treatment plants, drinking water treatment plants, pumping stations, and piping systems.
• Monitors the proper functioning of water/sewer pumps, motors, bar screens, chlorinators, filters, chemical feed systems, and other process equipment; makes adjustments as necessary to maintain proper flow quality of water/sewage. Reports problems to supervisor.
• Adds, or adjusts feed rates of, chemicals to water/sewage as necessary; notes and records readings of meters and indicators.
• Collects samples at designated points, performs chemical tests and records results; properly prepares samples, and delivers them to testing laboratories.
• Performs routine plant monitoring and makes corrective adjustments to processes as needed; performs preventive maintenance on equipment and pumps; Prepares and maintains plant records.
• As needed, supervises and instructs Utility System Operator Trainee(s) in the essential functions and tasks of a Utility System Operator.
• Reads water meters; records consumption.
• Repairs water and sewer lines as needed, often on a time-critical basis, after normal working hours and/or in inclement weather.
• Performs basic grounds keeping and landscaping duties; maintains and cleans vehicles.
• Attends and participates in Operator Training program(s), other training, and continuing education.
• Performs related tasks and other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
• Thorough knowledge of water and wastewater treatment plant operations including treatment processes, process sampling, and testing and plant record-keeping requirements and methods.
• Knowledge of maintenance and repair of mechanical equipment; water and sewer line construction methods and techniques; and the occupational hazards and safety precautions associated with such work.
• Intermediate math skills and computer skills; ability to effectively communicate orally and in writing.
• Skill in operating the hand tools, power tools, and measuring devices used in the trade.
• Ability to follow oral instructions and to prepare written reports and maintain records.
• Ability to work in difficult environmental conditions for extended periods.
• Skill in operating tractors, equipment, mowers, and associated implements.
• Ability to establish and maintain effective working relationships with associates and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

• High school diploma or equivalent.
• Minimum 3 years of relevant experience.
• Must possess and maintain a valid Class III or higher Commonwealth of Virginia Sewage Operator’s License; or a valid Class III or higher Commonwealth of Virginia Water Operator’s License.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is heavy work requiring exertion over 100 pounds of force occasionally, over 50 pounds of force frequently, and over 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas utilizing the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

• Must possess and maintain an appropriate driver’s license valid in the Commonwealth of Virginia.
• Must possess and maintain a valid Class III or higher Commonwealth of Virginia Water Operator’s License.
• Essential Status – The duties associated with this position are required during inclement weather and other emergencies. Essential personnel are subject to after-hours call-in and/or hold-over for such situations, and must be available to perform essential and/or emergency services for the County.

POST OFFER REQUIREMENTS

• Criminal background and driving record check.

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<th>Department Head Recommended:</th>
<th>HR Manager Approval as to Form:</th>
<th>County Administrator Recommended:</th>
<th>Board of Supervisors Approved:</th>
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