



Fluvanna County, Virginia  
Department of Public Utilities  
Job Description

**UTILITIES SYSTEM OPERATOR IV**

<b>Job Class #:</b>	3633
<b>Pay Grade:</b>	16
<b>Category:</b>	Full-Time(with benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Utilities Manager

**SUMMARY**

Performs advanced work in the operation, maintenance, and repair of water & wastewater treatment plants, pump stations and piping systems, and related equipment and appurtenances; does related work as required. Assists in supervising and instructing Utility System Operators (II and III) and Trainees.

**ESSENTIAL FUNCTIONS**

- 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 Utilities Manager.
- 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.
- Monitors plant operations and makes corrective adjustments to processes as needed; performs preventive maintenance on equipment and pumps; Prepares and maintains plant records; prepares monthly and other periodic reports for submission to regulatory agencies.
- Assists in supervising and instructing Utility System Operators (II and III) and Trainees in their essential functions and tasks.
- 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.
- Attends and participates in Operator Training program(s), other training and continuing education.
- Maintains and cleans vehicles, plant operations areas and labs
- Performs related tasks and other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Advanced and thorough knowledge of water and wastewater treatment plant operations including treatment processes; process sampling and testing; troubleshooting and correcting operational problems; and record-keeping requirements and methods.
- Thorough 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.

- Advanced math skills and computer skills; ability to effectively communicate orally and in writing.
- Advanced skills in operating the hand tools, power tools and measuring devices used in the trade.
- Ability to follow oral instructions and to prepare written reports, maintain records and prepare submissions to regulatory agencies.
- Ability to provide clear oral and written instructions to subordinates.
- 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**

- Must possess and maintain an appropriate driver's license valid in the Commonwealth of Virginia.
- Must possess and maintain a valid Class IV Commonwealth of Virginia Wastewater Operator's License; and a valid Class IV Commonwealth of Virginia Water Operator's License.
- Essential Status – The duties associated with this position are required during inclement weather and other emergency situations. 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.
- Must submit to and pass a criminal background check and a driving record check.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is very heavy work, requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and regularly in excess of 20 pounds of force, 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 by means of 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 arms' 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.

#### **POST OFFER REQUIREMENTS**

- Background check and a driving record check

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
October 20, 2022	March 9, 2023	March 9, 2023	March 15, 2023