

**POSITION DESCRIPTION**  
*Guadalupe-Blanco River Authority*

**POSITION TITLE: OPERATOR II**

**I. ORGANIZATION**

Division: Luling WTP (100)      Grade: 3      Last Revised: 07/29/15

System: N/A      Salary Category: Non-exempt

**II. REPORTING RELATIONSHIPS**

Immediate Supervisor: Chief Operator

Next Higher Supervisor: Division Manager, Hays/Caldwell

**III. JOB SUMMARY**

The Operator II is responsible for producing water at the required rate, based on demand by the City of Luling and the City of Lockhart that meets or exceeds the standards of the Safe Drinking Water Act, as enforced by the Texas Commission on Environmental Quality (TCEQ).

**IV. TYPICAL DUTIES (May include, but not limited to the following:)**

- A. Starting and stopping all equipment necessary to begin and complete daily plant production
- B. Checking pumps, motors, valves, chemical feed equipment, vats, storage tanks, disinfectant equipment, settling facilities, back wash pond and filters to make sure that all equipment is operating properly and for its intended purpose
- C. Setting the feed rates for all process chemicals to insure the rates is matched to flow and water characteristics
- D. Making and recording water quality checks, including but not limited to the following:
  - 1. Disinfectant residuals
  - 2. Fluoride residual
  - 3. Taste and odor threshold number
  - 4. Alkalinity and hardness
  - 5. pH
  - 6. Turbidity
- E. Making changes in the process to compensate for changing flow rates and conditions of raw water.
- F. Performing all work in accordance with safety procedures and policies
- G. Insuring the security of GBRA buildings, equipment and grounds

- H. Continually observing the plant process, operation and equipment for proper function and performance; performing emergency maintenance when required
- I. Notifying the Chief Operator when problems and/or questions arise
- J. Completing in an up-to-date and accurate manner all logs, analysis and data sheets
- K. Performing all laboratory tests as outlined by the Chief Operator
- L. Verifying and signing for equipment and supplies that arrive during non-business hours
- M. Providing maintenance and care of all materials, tools, equipment and vehicles assigned to the plant
- N. Maintaining, on a daily basis, the plant building, control room, lab and restrooms
- O. Maintaining a courteous attitude when dealing with visitors and telephone callers
- P. Monitor and maintain the Luling-Lockhart pump station and transmission pipeline
- Q. Monitor and operate the Lockhart Water Treatment Plant via SCADA from the Luling Water Treatment Plant
- R. Perform other duties as assigned

## **V. REQUIREMENTS OF THE POSITION**

Education:

High School diploma or G.E.D.

Registrations and Licenses:

1. Texas Driver's License
2. Acceptable M.V.R.
3. Minimum of a "C" Surface Water Certificate as issued by the TCEQ is required

Experience:

Surface water treatment plant operations and maintenance experience is required.

Special Requirements:

1. Ability to do rotating 12 hr. shift work, act alone, and continuously exercise sound judgment and vigilance.
2. Live with-in 45 minutes driving time of the plant.

## **VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED**

A. Working conditions:

Eighty (80) percent indoor and 20 percent outdoor. Some dirty duties but generally work can be performed in a clean and well-organized environment. There are hazards associated with chemicals and rotating or moving mechanical parts that require an operator to exercise care in his activities. Works with or is exposed to hazardous chemicals used in the treatment of water.

B. Travel:

Personal transportation required to job site at which point employee may use division trucks to perform system duties.

C. Equipment:

Light trucks, hand tools, occasional power tools, mowers and sprayers, cleaning equipment, laboratory test equipment, computers.

## VII. ESSENTIAL JOB FUNCTIONS

- A. Write legibly; read, write and understand English
- B. Read analog and digital indicators
- C. Read, understand and explain MSDS instructions and labels, etc
- D. Perform basic math skills
- E. Respond to emergency situations at any time with minimum delay
- F. Respond to visual and audible alarms
- G. Wear personal protection equipment as outlined in the "Employee Safety Manual" such as full-face respirator, self contained breathing apparatus (SCBA), and Level A hazardous materials response suits
- H. Climb up and down vertical ladders up to twenty (20) feet
- I. Lift loads up to fifty (50) pounds chest high
- J. Work in confined spaces
- K. Operate motorized equipment such as light trucks, manual or riding lawn mowers, etc
- L. Operate gas, electric or manual hand tools
- M. Walk several miles in a day
- N. Operate large valves
- O. Use calculator
- P. Accurately interpret true color
- Q. Employ sound judgment; think logically and coherently
- R. Perform basic first aid and CPR