



# Title: Utility Plant Operator I

FLSA Status: (Non-Exempt)

## BRIEF DESCRIPTION:

The purpose of this position is to monitor, operate, and perform basic preventative maintenance on treatment plants and well site equipment. This is accomplished by performing routine inspections and identifying issues on processes and equipment at treatment plants and remote sites. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Performs a variety of customer service functions including receiving phone requests, turning water services on, responding to water leaks, and dealing with upset customers in a tactful, courteous, and professional manner.
2	L	Assists with plant operations; operates centrifuges and other equipment, and assists with changing chlorine cylinders.
3	H	Performs routine preventative maintenance on mechanical equipment including changing oil, belts, exercising equipment, and cleaning and calibrating line instrumentation equipment.
4	M	Assists with general site maintenance duties; cleans out basins, channels, reservoirs, filters, inspects tools and equipment, and cleans plant process building and areas.
5	L	Performs routine inspections of equipment at remote sites, identifies equipment problems, makes minor repairs and adjustments, and enters work into a Computerized Maintenance Management System.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school graduation or equivalency.
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a limited impact on the organization. Errors are usually detected by the organization. Errors are usually detected by a systematic verification and review. Errors may result in some work flow disruption, repetition of work or have limited impact on resources within a department.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.



Certification & Other Requirements	Valid Arizona Class “D” Drivers license upon hire. (2) ADEQ Grade I certifications upon hire.
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**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “M”-				
<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

<b>C</b> Continuously 2/3 or more of the time.	<b>F</b> Frequently From 1/3 to 2/3 of the time.	<b>O</b> Occasionally Up to 1/3 of the time.	<b>R</b> Rarely Less than 1 hour per week.	<b>N</b> Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator
Walking	O	To other departments/offices, around work site
Lifting	R	Supplies, files
Carrying	R	Supplies, files
Sitting	O	Desk work, meetings, driving
Reaching	R	For supplies, for files
Handling	O	Paperwork
Pushing/Pulling	R	File drawers, tables and chairs
Climbing	O	Stairs, step stools
Vision	F	Reading, computer screen, driving
Foot Controls	O	Driving
Balancing	O	On step stools
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Hearing	F	Communicating via telephone/radio, to co-workers/public
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Twisting	O	From computer to telephone
Talking	F	Communicating via telephone/radio, to co-workers/public
Other		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Standard Office Equipment, Microsoft Office, HANSEN, SCADA, GIS, and a variety of hand tools, small power tools

**ENVIRONMENTAL FACTORS:**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards					F		Extreme temperature			S
Chemical Hazards					F		Wetness and/or humidity			S
Electrical Hazards					O		Respiratory hazards			D
Fire Hazards					R		Noise and vibration			M
Explosives					R		Physical hazards			D
Communicable Diseases					O					
Physical Danger or Abuse					N					
Other: Chlorine gas					O					

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety footwear, hard hats, gloves, safety glasses, and reflective vest.

**NON-PHYSICAL DEMANDS:**

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O
Other			

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Treatment plants and remote utility sites	X
Recreation/Neighborhood Center			

