

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: WATER PLANT OPERATOR ASSISTANT
DEPARTMENT: WATER DEPARTMENT
REPORTS TO: UTILITIES SUPERINTENDENT

CLASS CODE: 1005
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Performs a variety of functions related to the operation and maintenance of the City's water plants.

As a municipal organization, the City of Saint Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Assists with operations of water plants, monitors pumps, and records pump motor hours and quantity of water pumped; performs chemical level tests on treated water.

Performs preventive maintenance and repairs on equipment; adjusts pump packing, lubricates electric motors and water pumps.

Tests chemical levels in treated water and flushes water mains in response to complaints.

Assists with repairs of broken water mains.

Assists in locating mains in accordance with the Utilities Protection Center (UPC).

Assists with meter reading and installation when needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Holt Chlorometer	Pipe Saws	Hand tools
Shovel	Pipe wrenches	
Fax		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED

Any combination of education, training and experience which provides the required knowledge skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic knowledge of safety rules.

Basic mechanical skills.

Knowledge of pump operation and maintenance.

Knowledge of electrical repair.

Knowledge of plumbing repair.

Skill in:

Working with hand tools.

Working with computer equipment.

Using tact, discretion, initiative and independent judgement within established guidelines.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to read, understand and follow written and verbal instructions in order to operate machinery and other equipment.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to add, subtract, multiply, and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; speak and hear; taste or smell; and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is frequently required to walk and sit; and to lift and or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Specific vision abilities required by this job include the ability to discriminate between colors.

Working Conditions:

The incumbent's working conditions are typically loud.

While performing the essential functions of the job the employee is regularly exposed to wet or humid conditions; work near moving mechanical parts; work in high precarious places; fumes or airborne particles; outdoor weather conditions; risk of electrical shock; vibration; and wastewater, waterborne pathogens, and sharp objects.

While performing the essential functions of the job the employee is frequently exposed to toxic or caustic chemicals.

The incumbent is frequently exposed to dirt, dust, extremes of temperature, and noxious fumes and odors.

The incumbent is exposed to moderate work hazards when operating heavy equipment, or using power tools.

Working time may require irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.