



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
Office of Human Resources
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ASSISTANT WATER PLANT OPERATOR	
Approved Date: November 21, 2008	ICPA Level: 3
Job Code: 80219	FLSA : Non-exempt

JOB SUMMARY: Operates and controls village water treatment system, water distribution system and waste water collection system under the direction of the Utility Management Specialist.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Operates and maintains Community water treatment and wastewater disposal facilities. Responds to requests for assistance.

Identifies, researches and recommends solutions to sanitation and water facility problems. Responds to sanitation facilities emergencies. Collects water samples as required.

Disconnects non-paying water and sewer customers upon direction from Utility Management Specialist.

Operate the plant in an efficient manner with a strong job and community commitment. Recognize, identify and correct operational problems within the plant. Notify lead Water Plant Operator (WPO) of any unusual occurrences in facility/lines.

Record accurate readings and occurrences in plant log book/other record keeping. Sample and test for PH, chlorine, fluoride and turbidity as required by regulations.

Repair and maintain plant equipment and perform general housekeeping duties. Attend training classes, certification processes and continuing education. Perform preventative maintenance as outlined in O&M manuals.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS

- Knowledge of safety precautions when operating motorized vehicles, equipment and hand tools.
- Knowledge of basic electronics, plumbing, industrial equipment tune-ups and repair.
- Skill in operating applicable motorized vehicles, equipment and hand tools.
- Skill in overall “mechanical aptitude.”
- Skill in standard plumbing, tools and equipment including an assortment of hand tools, power tools, and electrical tools.
- Skill in working with fractions, measurements and basic algebra.
- Skill in analyzing and resolving water and wastewater operations issues.

- Skill in the use of tools, materials, and equipment used in sanitation facilities.
- Skill in establishing and maintaining cooperative working relationship with others.

MINIMUM EDUCATION QUALIFICATION

A high school diploma or GED equivalent.

MINIMUM EXPERIENCE QUALIFICATION

Non-supervisory – None.

PREFERRED CERTIFICATION QUALIFICATION

Provisional water treatment or distribution certification preferred.

ADDITIONAL REQUIREMENTS

Depending on the needs of the organization, some incumbents in this job class may be required to obtain additional certification or training in one or more specialty areas, and/or specific technical certifications and programming language. May be required to work outside the traditional work schedule. May be called out to work off-shift in emergency situations.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. May be required to lift/carry more than 50 lbs; Reaching, bending, stooping; kneeling, crouching, turning, twisting; standing and walking. The job will be physically demanding. Required to push, maneuver and lift heavy objects. Work is primarily outside in all Alaskan weather conditions. Will be exposed to wastewater, oil, grease and water treatment chemicals.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Acknowledgment

Date

Supervisor Signature

Date