



Job Description – Utility Plant Operator

Job Title:	Utility Plant Operator	Department:	Utilities Water/Wastewater
Group:	8	FSLA Status	Non-exempt
Salary Range:	Not to exceed midrange	Position Type:	Full Time
Reports To:	Plant Supervisor	Directs:	None

Applications Accepted By:

E-MAIL:

hrdirector@palestine-tx.org

Subject Line:

Attention: Human Resources/ Job Title

MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)

City of Palestine Human Resources

504 North Queen

Palestine, Texas 75801

(903)731-8421

Job Description

OBJECTIVE

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION

Under general supervision, performs a variety of duties associated with the day-to-day operation and maintenance of the water or the wastewater plant/facilities for the City of Palestine.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Monitors overall operations of water or wastewater treatment plant; checks gauges, chemical dosages and feed rates; adds chemicals to maintain proper feed rates and chemical balances; checks equipment to maintain proper operation; maintains, cleans and backwashes screens, sand traps, and other devices; performs daily, scheduled and preventative maintenance on all equipment, instruments, and hand tools.
- Reviews and assesses water quality; creates, updates and maintains a variety of records, files and reports; performs quality control checks on equipment, incoming and outgoing water quality; monitors lab test results; undertakes and performs minor equipment repairs; responds to water and/or wastewater emergencies on a 24 hour on-call basis; responds to citizen inquiries and concerns.

OTHER IMPORTANT JOB FUNCTIONS

- Knowledge of applicable local, state and Federal statutes, rules, regulations, ordinances, codes, policies and procedures, water quality requirements, City of Palestine policies and procedures and other governing documents.
- Knowledge of the principles of file and records management.



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- Knowledge of basic chemistry, chemical compounds and related disciplines.
- Knowledge of the basic principles of hydraulics, water flow, pumping and related operations.
- Skill in reading, understanding, interpreting and applying complex, potentially conflicting policies, procedures, guidelines and directives.
- Skill in reviewing and assessing potentially conflicting information and establishing priorities.
- Skill in developing and presenting oral and written reports for internal and public distribution.
- Skill in establishing and maintaining effective working relations with employees, other departments, contractors, vendors, the news media, the general public and others having business with the City of Palestine.
- Skill in setting up, operating, and handling a variety of testing equipment and in operating a computer utilizing a variety of software applications.
- Ability to operate lawn mowers and weed eaters in maintaining plant grounds, city property, and lift stations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED AND two years of relevant, progressively responsible water and/or wastewater treatment plant operation, plumber, construction, or closely related responsibilities.

CERTIFICATIONS AND LICENSES REQUIRED

Must have at the time of application or must be able to obtain and maintain a Class "C" certificate in Surface Water Treatment and/or Wastewater Treatment within 1 year after work experience requirements are met from the TCEQ

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess a Valid Texas motor vehicle driver's license.

PHYSICAL DEMANDS

- The Water Treatment Plant works a Saturday to Friday work week schedule.
- Must be able to work any shift.
- Performs other duties as assigned or required
- May be required to work overtime or be called in to work when staffing requires. May be exposed to infectious diseases, hazardous chemicals, extreme weather conditions, and dangerous machinery.
- May be required to lift and/or carry heavy, bulky equipment, supplies and/or materials weighing up to 100 pounds. Must be able to climb stairs on a repetitive basis.
- May be required to work outside the traditional work schedule/week.
- (Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record

Regular Attendance is required.



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Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine’s citizens.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e., writing “see resume” is not sufficient).

Reviewed By:	James Martin	Date:	05/25/23
Approved By:	Jason Shelton	Date:	05/25/2023
Last Updated By:	Susan Tingle	Date/Time:	05/25/2023
Received By:		Date:	