

CLASS SPECIFICATION FOR
Utility Plant Operator I

GENERAL STATEMENT OF DUTIES: Performs skilled and specialized work in the operation of sewage lift stations, treatment plants, water pumping stations or wells; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is trained as an operator with the expectation that the incumbent will take the State exam to be certified as either a waterworks or wastewater operator. The work involves operation of various types of power-driven pumps, air compressors, vacuum filters and digestion tanks. The employee is responsible for the continuous operation and maintenance of the lift stations and treatment plants. The incumbent is supervised by a Utility Superintendent I or II, but must be capable of exercising independent judgment as supervision is not always available; however, the work is normally carried out by following well-established procedures. May supervise a Laborer assigned to assist.

EXAMPLES OF WORK (illustrative only):

- Makes regular tours of inspection of lift stations, treatment plants, water pumping stations or wells in assigned areas to ascertain that all are operating properly;
- Operates pumps, valves, compressors and other machinery as necessary to perform assigned operation;
- Washes wet wells;
- Reads meters, gauges, and thermometers and keeps records on forms provided;
- Collects and stores samples and runs pH tests daily;
- Starts and stops and makes repairs to pumps, motors, and equipment;
- Replaces chlorine cylinders and regulates the flow of chlorine;
- Supervises the work of subordinate employees and instructs them in their duties;
- Cleans bar screens of accumulation of debris;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the functions and mechanics of pumps and other mechanical equipment; some knowledge of proper methods of oiling removable mechanical parts; ability to keep building and machinery clean; ability to check the operation of equipment and to detect flows or defects in operation; ability to understand oral and written instructions; ability to take accurate readings, to keep routine records and to make accurate reports; physical condition that will permit activities including, but not limited to heavy lifting, pushing, stooping, crawling, climbing ladders, driving and working under adverse temperature and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and one (1) year of experience in mechanical repair and maintenance work; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Must be willing to obtain a Commonwealth of Virginia sewage operator's license and/or water operator's license. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the given position.