

JOB DESCRIPTION FOR WATER PLANT OPERATOR/MANAGER

Note: Certification is required by the Department of Health & Hospitals.

It will be the responsibility of the operator to provide the customer of the water system good safe drinking water as governed by the Louisiana State Department of Health and Hospitals and the United State Environmental Protection Agency. To meet this responsibility he will be totally involved in the following areas as determined by governing board.

1. PRODUCTION -- it will be the responsibility of the operator to service and maintain all components involved in the production and source of water.
 - A. Pump maintenance and pump control.
 1. Greasing and packing of pumps.
 2. Control valves.
 - B. Control panels.
 - C. Feeder lines and components.
 - D. Leak detection and controls.

2. TREATMENT -- It will be the responsibility of the operator to operate and maintain treatment plant and all of its components.
 - A. Chemical feeding and maintenance of respective units.

- B. Filters (Maintenance and backwash).
 - C. Sampling (Chlorine, iron, pH, hardness, etc.) and reporting of same to primacy agency.
3. DISTRIBUTION -- It will be the responsibility of the operator to maintain all phases of distribution of water.
- A. Pumps and pump control.
 - B. Service connection and cut offs.
 - C. Meter reading and maintenance.
 - D. Tank inspection and maintenance.
 - E. Record keeping.
4. ADMINISTRATION and/or MANAGEMENT -- It will be the responsibility of the operator for the management and administration of the office and business of the water system. (Note: Per Council or Board's authority.)
- A. Billing and collection.
 - B. Purchasing.
 - C. Bookkeeping and reporting.
 - D. Public relations.
 - E. General Maintenance -- It will be the responsible of the operator for general maintenance of the entire water system.
 - F. Corrosion control.
 - G. Building maintenance.
 - H. Custodial service.

NOTE: It should be noted that Board of Directors encourage Certification as required by the Department of Health & Hospitals as soon as possible.

JOB DESCRIPTION: WATER OPERATOR OR SUPERINTENDENT

I. WELL AND PLANT MAINTENANCE:

- A. Daily inspection of well, pump motors, valves, tank, and electric panels.
- B. Upkeep of plant grounds: Mowing, draining and maintaining an attractive plant site.
- C. Upkeep of buildings: Providing janitorial services for buildings, maintaining buildings so that they present a good image to the water user.
- D. Daily reading and recording of master meter.
- E. Periodic testing (as required by health department) for chlorine.
- F. Daily check of pump packing and lubrication
- G. Maintaining all exposed piping, motors, and pumps in good condition, (scraping and painting when necessary).
- H. Periodic check of tank water level controls.
- I. Periodic check of well levels and pump capacity.
- J. Yearly breakdown and/or inspection of storage, mixing and holding tanks.
- K. Chemical feed or metering pumps should be maintained and kept clean on a daily basis. Hose or piping from pumps should be replaced as needed.
- L. Daily testing and recording of results as required by health department. (Check with your local sanitarian for requirements unique to your system.)

II. MONTHLY METER READING:

- A. Meter should be read every month at the same time of the month as specified by the board of directors.
- B. During meter reading operator should inspect meters and meter connections. (This is also an excellent time to be alert for any signs of leaks and meter tampering).
- C. Meters that are not functioning properly should be replaced and old one should be taken down, cleaned and repaired if possible.

III. MAINTENANCE OF DISTRIBUTION SYSTEM:

- A. Regular periodic flushing of system as needed.
- B. Maintenance of gate valves, flush valves and fire hydrants: Periodic opening and closing to maintain operation of same.
- C. An on going system of leak prevention and repair.
- D. Making taps and installing meters and services.
- E. Leak repairs. Leaks should be fixed as soon as possible no matter how significant they may seem.
- F. A sufficient inventory of spare parts (valves, corporation and curb stops, meters and meter boxes, pipe dresser couplings, tapping saddles, etc.) should be maintained to insure an efficient operation. Inventory should be neatly arranged and stored in a manner that will provide efficient monitoring and maintenance of that inventory.
- G. Do not put off maintenance. Delays usually incur more problems and added expenses.
- H. Do not contract assistance for things that can be done by operator.

IV. MANAGEMENT AND FINANCE:

- A. Forwarding of meter reading to computer billing service. This should be done on the same day of every month.*
- B. Purchasing of materials and supplies.*

- C. Collection of water bills and disconnection of delinquent accounts.*
- D. Reports.
- E. Maintenance of files and records on all parts of the system (meter, pumps, valves, chlorinators, etc.).

*NOTE: The Board of Directors or Council should make these decisions.

V. PUBLIC RELATIONS:

- A. Establish and maintain lines of communication with customers, example: If a customer uses an unusual amount of water during one month it might be wise to inform the customer immediately and ask if he is experiencing leakage on his side of the meter.
- B. Establish good relationships with other agencies (telephone company, gas company, highway department, police jury, etc.).
- C. Inform board of general operation of system.
- D. Major emergencies should be reported to the board immediately.
- E. Adherence to board policies, rules, and regulations so that all customers receive fair and equal treatment.
- F. Attend training sessions to maintain certification credits.

MAINTENANCE SUGGESTIONS FOR OPERATORS

1. Check plant at least once a day.
2. Check booster pumps to see if rotating properly.
3. Check deep well to see if working automatically.
4. Check chlorination system for leaks.
5. Turn fan on before entering chlorination room.
6. Use ammonia to check for leaks.
7. Check master meter and take daily or monthly reading. Master meters are good for water loss checking.
8. Check storage tanks for leaks and rust spots.
9. Check for water loss while driving along the distribution line.
10. Repair the smallest problems before getting too big.
11. Chlorine danger signs should be on gates in chlorine building.
12. All gates should be locked.
13. Trap door on storage tank should be locked.
14. Stuck meters should be changed after meter reading date is completed.