

TPWA is now accepting applications for Water Treatment Plant Operator Trainee. Tahlequah Public Works Authority is operated for the general welfare, safety, and health of the City of Tahlequah and the citizens thereof through the furnishing of adequate water, sewer, and electrical services. An Operator Trainee for the Water Treatment Plants is skilled work involving detailed knowledge in the Water Plant operations, maintenance procedures, and chemical analysis of water samples.

#### DUTIES & RESPONSIBILITIES

- Observes variations in operating conditions and interprets SCADA system information and test results to determine processing requirements
- Inspects plant equipment and machinery to determine that it is operating properly
- Operates valves either manually or by SCADA system, start and stop pumps to control and adjust flow and treatment processes
- Observes water samples, performs routine laboratory tests and analysis according to Standard Methods, and records results of analysis on hourly, daily, weekly, and monthly reports and any other necessary forms
- Records data from meter readings, monitoring equipment, and chemical dosages
- Performs routine maintenance functions and custodial duties inside and outside
- Assists in major repairs and installation of new equipment
- Performs custodial duties (i.e., sweeping, mopping, taking out trash, vacuum, etc.) daily
- Adheres to company policies and procedures, including regular and timely attendance, appropriate dress code, and ensuring a safe work environment
- Other duties as assigned by Water Treatment Superintendent or Foreman

#### REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- High school graduate or equivalent
- Must possess a valid State of Oklahoma driver's license with a driving record acceptable to the TPWA's insurance carrier
- Must complete and pass a Class D water and obtain a Class D laboratory certification within six (6) months of date of employment through the State of Oklahoma
- Ability to receive and process written and oral instructions and ability to communicate clearly with the same skills
- Ability to work in extreme weather (hot, cold, rain, snow, etc.) for prolonged periods of time

- Ability to communicate clearly and concisely, both orally and in writing
- Ability to keep records, mathematic computations, and reporting
- Strong leadership skills to supervise work crews and give instructions in work procedures and equipment operations as well as operate the equipment
- Strong time management, organization, and planning skills preferred
- Willingness to comply with all applicable State and Federal Laws, as well as all Authority Policies and Procedures
- Ability to work overtime and is on-call
- Performs strenuous laboring tasks for prolonged periods under extreme conditions
- Great customer service skills required
- Must be able to work on scheduled deadlines and meet those requirements

#### PHYSICAL REQUIREMENTS

- Moves, lifts, carries, and places materials and supplies weighing less than or equal to 50 pounds on a frequent basis without assistance
- Frequently reaches overhead and below the knees, including pushing, pulling, bending, stooping, crouching, and twisting with or without bearing weight
- Frequently required to squat, kneel, or climb
- Continuous repetitive motion with hand(s) and arm(s), such as grasping, gripping, and turning
- Stands and/or walks continuously throughout shift, rarely sitting during shift
- Visually locates materials and other objects, as well as verifies information, often in small print

#### WORK ENVIRONMENT

- Primarily exposed to outside work with variations in heat, cold, ice/snow, rain, dust, and humidity
- May be exposed to different varieties of plants, animals, etc.