



**The City of Cayce is currently looking for a Licensed Water Treatment Plant Operator (License level D or above).**

WATER TREATMENT PLANT OPERATOR D or higher: The City of Cayce currently has a position available for a licensed Water Treatment Plant Operator to work at the City's Water Plant. The salary range is \$17.12 - \$31.40, commensurate to the applicant's license/certification level and experience. The position involves laboratory, technical and maintenance work in the operation of a water treatment facility. Candidates must be able to perform a variety of tasks in water treatment plant operations and be willing to work in a team environment. Preferred requirements include High School graduate with vocational/technical training in the field of water treatment operations, or any equivalent education or training. Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: [www.caycesc.gov](http://www.caycesc.gov) A valid South Carolina Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required. E.O.E



<b>Job Title:</b>	<b>Licensed Operator (License Level D or Above)</b>	<b>Department/Loc:</b>	<b>Water Treatment Plant</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>August 2, 2022</b>
<b>Reports To:</b>	<b>Superintendent of Treatment Facilities</b>		

**Position Summary**

The purpose of the class is to provide monitoring and treatment of the City’s drinking water/wastewater. The class is responsible for water purification and/or wastewater treatment plant operations, maintenance and quality control. The class works under general supervision.

**Position Responsibilities - Essential**  
*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

Assists in operating the wastewater treatment and/or water purification plant; performs preventative maintenance on equipment.

Assists in repairing air compressors, motors, pumps and related equipment.

Determines chemical dosages to properly treat water/wastewater; runs quality control tests/process control tests.

Adds chemicals to water/wastewater; treats and disposes of sludge.

Maintains operating logs and related records.

Performs various plant operations including but not limited to mixing chemicals, changing chlorine cylinders, SO2 cylinders, reading and recording data from gauges, meters, etc., checking chemical storage areas and tanks, checking and adjusting chemical feed systems, operating machinery necessary for proper functioning of the plant, emptying chlorine cylinders, etc.

Performs a variety of operations including flushing water lines as needed, cleaning/changing filters, turning water on and off in distribution system; and reading and recording data from recording charts. If in wastewater, then may operate belt press.

Responsible for performing general upkeep of the plant and surrounding grounds.

**Position Responsibilities - Non-Essential/Other**

- Performs other related duties and other duties as assigned

## **INVOLVEMENT WITH DATA, PEOPLE AND THINGS**

### **DATA INVOLVEMENT:**

Requires copying, entering or posting data or information.

### **PEOPLE INVOLVEMENT:**

Requires serving others such as customers, attending to their requests and exchanging information with them.

### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as water/wastewater purification and/or wastewater treatment machinery and equipment; may involve testing.

## **COGNITIVE REQUIREMENTS**

### **REASONING REQUIREMENTS:**

Requires performing semi-routine work with occasional problems.

### **MATHEMATICAL REQUIREMENTS:**

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percent's.

### **LANGUAGE REQUIREMENTS:**

Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

### **MENTAL REQUIREMENTS:**

Requires performing technical tasks prescribed by standard practices but which may require computation, the use of several procedures and the use of independent judgments with obvious choices; requires normal attention for accurate results.

## **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED and vocational/technical in water/wastewater treatment or related field, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid South Carolina driver's license

Class "D" or higher Water Treatment Plant Operator's Certification for Water Operator Position

Class "D" or higher Biological Wastewater Treatment Plant Operator's Certification for Wastewater Position

### **EXPERIENCE REQUIREMENTS:**

Prefer two years of experience as a water/wastewater plant operator or any combination of training and experience which provides the required knowledge, skills, abilities and certification.

**Mental & Physical Demands - ADA Guidelines**

Requires performing professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of professional principles and practices, and the use of a wide range of administrative methods to solve problems; requires above average attention to detail with short to medium periods of concentration for accurate results and occasional exposure to unusual pressure.

**Physical Demands**

- |                 |              |                        |            |
|-----------------|--------------|------------------------|------------|
| • Sit           | Frequently   | • Reach Above Shoulder | Frequently |
| • Walk          | Occasionally | • Climb                | N/A        |
| • Stand         | Frequently   | • Crawl                | N/A        |
| • Handling      | Frequently   | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently   | • Bend                 | Frequently |

**Lifting Requirements**

- |                     |              |                 |     |
|---------------------|--------------|-----------------|-----|
| • 10 pounds or less | Frequently   | • 51-100 pounds | N/A |
| • 11-20 pounds      | Occasionally | • >100 pounds   | N/A |
| • 21-50 pounds      | Occasionally |                 |     |

**Pushing and Pulling Requirements**

- |                     |              |                     |     |
|---------------------|--------------|---------------------|-----|
| • 12 pounds or less | Occasionally | • 41 to 100 pounds  | N/A |
| • 13 to 25 pounds   | Occasionally | • > than 100 pounds | N/A |
| • 26 to 40 pounds   | Occasionally |                     |     |

**Definitions**

- |              |                |   |
|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <i>O</i>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <i>F</i>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**JUDGEMENTS AND DECISIONS**

**JUDGEMENTS AND DECISIONS:**

Requires being responsible to guide others requiring few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from routine.

**LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures manuals, state and federal regulations, and charts to solve practical problems such as routine office equipment operating instructions, and methods and procedures for investigations, or in drawing and layout work; composing routine and specialized reports, forms and business letters, with proper grammar and format; speaking compound sentences using normal grammar and word form.

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.  
*Licensed Water Treatment Plant Operator - Job Description*



**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

**SALARY: \$17.12 - \$31.40 AN HOUR**

---

Print Employee Name	Employee Signature	Date Signed
---------------------	--------------------	-------------

---

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
-------------------------------	------------------------------	-------------