



TITLE: Chief Water Plant Operator
PG: HM
DEPARTMENT: Public Utilities – Water Treatment Plant
REPORTS TO: Assistant Superintendent of Public Utilities
REVISION DATE: July 2025

PURPOSE OF POSITION:

The purpose of this position is to perform technical work in overseeing the operation and maintenance of a water treatment plant. Work direction is exercised over plant personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Organizes, supervises, and participates in the operation and maintenance of the water treatment plant; preparing technical reports, records and files.
2. Oversees and schedules the work of water treatment plant personnel.
3. Provides for the training of plant operators with regard to equipment operators and maintenance and safety precautions and procedures, observes performance and learning progress.
4. Monitors and inspects the operation of plant and peripheral facilities and equipment.
5. Responds to and coordinates the response to emergencies involving the water treatment plant or advises shift operator in the remedy of such situations.
6. Assists in the development and enforces plant safety and operating rules and procedures.
7. Prepares and reviews monthly operational reports and discharge monitoring reports to ensure compliance with Federal and State regulations, and submits reports to regulatory agencies.
8. Prepares technical reports on plant operations for submission to state authorities.
9. Inspects laboratory equipment and instruments and makes minor repairs and adjustments.
10. Conducts more complicated chemical and physical tests.
11. Performs maintenance and minor repair in plant equipment and maintains records on same.
12. May be required to work overtime and/or be on call, and be able to respond to emergencies within a reasonable time.
13. Regular and predictable attendance.
14. Ability to work in a cooperative manner with others.
15. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in chemistry, environmental science, or related field with three (3) years' recent work experience in operating and maintaining a water treatment plant; or an equivalent combination of education, experience, and training.
- Supervisory experience preferred.
- Must have a valid driver's license.

SPECIAL REQUIREMENTS:

- Must possess a Grade IV Water Treatment Plant Operator certificate issued by the State of Tennessee, and must retain certification throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, practices and equipment of water plant operations.
- Thorough knowledge of chlorination requirements of water distribution systems.

- Ability to plan and supervise operations.
- General knowledge of the occupational hazards of the work and of necessary safety precautions.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to understand and follow moderately complex oral and written instruction.
- Ability to read meters and charts accurately and to maintain records of shift operations.
- Some skill in the use and care of hand tools.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, other department heads, and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret, and implement local policies and procedures, written instructions, general correspondence, Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work required climbing, balancing, stooping, reaching, standing, walking, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and chemicals and may be required to wear specialized personal protective equipment.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.