



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Plant Operator I
DEPARTMENT: Public Works
DIVISION: Utilities/Water Plant
SUPERVISED BY: Plant Operator II or Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

This is a highly technical position responsible, depending on certification, for the operation, maintenance, repair, and regulatory compliance of drinking-water and wastewater treatment facilities. The incumbent performs daily operational tasks, ensures compliance with federal, state, and local regulations, and maintains assigned facilities and equipment. Work may include emergency call-outs, nights, weekends, and/or holidays. The position requires consistent attendance, safe work practices, and the ability to work independently. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed. May report to Plant Operator II.

ESSENTIAL JOB FUNCTIONS:

- Operate, maintain, and repair water and wastewater treatment plants and pumping facilities in compliance with regulatory requirements.
- Perform routine operational laboratory tests and log instrument readings, schedule analyses, and collect laboratory samples as required.
- Lubricate, adjust, and maintain pumps, mixers, aerators, measuring instruments, and other electro-mechanical equipment.
- Manage and replenish process chemicals safely and accurately.
- Handle public inquiries and service requests professionally.
- On-Call Duty: Employees designated as on-call must adhere to the established City On-Call Policy and their department's Standard Operating Procedures (SOPs) regarding on-call procedures, expectations, and response requirements.
- Perform preventative maintenance on all assigned equipment.
- Assist in training or supervising other employees as directed.
- Maintain accurate records and reports for regulatory compliance.
- Work safely, diligently, and responsibly to complete assigned duties.
- Perform other duties as assigned by the City.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of state and federal regulations related to water and wastewater treatment and hazardous chemical handling.
- Proficiency in operating and maintaining electrical and mechanical equipment used in water and wastewater facilities.
- Knowledge of chemical and biological processes used in water and wastewater treatment.
- Skill in operating hand tools, power tools, light vehicles, tractors, and dump trucks.
- Ability to work in confined spaces and in all weather conditions.
- Ability to climb ladders, stairs, and work on elevated platforms.
- Ability to work independently and maintain confidentiality.
- Strong communication skills, both verbal and written; ability to interact courteously with co-

workers, the public, and officials.

- Ability to read, interpret, and execute written and oral instructions.
 - Basic math skills, including addition, subtraction, multiplication, and division.
 - Strong judgment, efficiency, and productivity in performing tasks.
 - Commitment to supporting Departmental and City goals, programs, and objectives.
 - On-Call Duty: Employees designated as on-call must adhere to the established City On-Call Policy and their department's Standard Operating Procedures (SOPs) regarding on-call procedures, expectations, and response requirements.
 - Ability to maintain an acceptable attendance record and comply with City policies.
- **Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
 - **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
 - **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, water hazards, disease, or pathogenic substances.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Associate degree from a college acceptable to the City or completion of specialized water and wastewater training programs.
- 1–2 years of experience in water or wastewater plant operations.
- Specific experience with installation, operation, and repair of electrical and mechanical equipment is preferred.

Licenses / Certifications / Registrations:

- Florida DEP Class C Wastewater or Drinking Water Operator Certification is required.
- Valid Class E driver's license, required. CDL – Class B with tanker endorsement, preferred.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville*

provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE