



The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Water Treatment Plant Operator

Date:	July 1, 2026
Department:	Public Works – Sustainability Division – Water Resources Team
Reports To:	Water Treatment Plant Superintendent
Hours:	Swing Shift
Pay Grade 57:	\$36,877.92 - \$59,004.70 (5% increase after successful 6-month probation) Applicants who qualify for Advanced Treatment Plant Operator will be hired at a Grade 61.
FLSA Status:	Non-Exempt

Position Overview

Position Summary

Performs skilled operation, routine monitoring, and maintenance of the water treatment plant to ensure safe, reliable, and compliant production; independently executes standard tasks and responds to changing conditions in accordance with established protocols and regulatory requirements.

Essential Duties and Responsibilities

- Operate and monitor treatment processes—coagulation/flocculation, sedimentation, filtration, disinfection, and chemical feed—via SCADA and field checks.
- Perform jar tests and routine lab analyses; record results and make operational adjustments within defined parameters or in consultation with supervisors.
- Inspect equipment and perform routine maintenance; initiate/assist corrective maintenance and document work in CMMS.
- Maintain complete, accurate records including operator logs and MOR inputs.
- Respond to alarms and participate in the after-hours call-out rotation.
- Follow all safety and security procedures, including chemical handling, chlorine safety, and facility security.

Required Skills and Competencies

- Working knowledge of surface water treatment processes, regulatory requirements, and basic mechanical systems.
- Accurate documentation and data entry with strong attention to detail.
- Troubleshooting and problem-solving under time constraints.
- Effective communication with peers, supervisors, and other departments.
- Consistent adherence to SOPs and safety requirements.

REQUIRED MINIMUM QUALIFICATIONS:

Qualifications

- Valid NC Grade C Surface Water Treatment Operator License, or the ability to obtain within 12 months of employment. A Valid NC Grade C Surface Water Treatment Operator License is a condition of continued employment for this role.

Education and Experience:

- High school diploma or GED required; advanced technical coursework preferred.
- 1–2 years water treatment/industrial operations preferred.

WORK ENVIRONMENT:

- Work is primarily performed in a treatment plant setting with periodic field duties and office-based reporting.
- Must be available for various shifts and emergency response including nights, weekends, and holidays. This facility is operational 24/365.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires summarizing, tabulating, or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as water / wastewater plant equipment, or the application of complex software or systems; may involve installation and testing. Involves operations of limited scope.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication, and division, and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading routine sentences, instructions, regulations, procedures, or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

MENTAL REQUIREMENTS:

Requires doing clerical, manual, or 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.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Must lift and carry up to 50 lbs., climb stairs, and access equipment platforms.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, heights, toxic/caustic chemicals, disease / pathogens, confined spaces.

SENSORY REQUIREMENTS:

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

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires very few decisions affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

**Or via email to bangel@waynesvillenc.gov
Applications will be accepted until filled**

