

Lincoln Pipestone Rural Water System

Job Description

Position Title: Water System Treatment Plant Operator

Supervision: Operations Manager; and general oversight of the General Manager.

Summary of Duties: The Treatment Plant Operator performs operational, maintenance, monitoring, and emergency response duties and is responsible for the safe, compliant, and efficient operation of a municipal water treatment facility in accordance with Minnesota Department of Health (MDH) rules and standards. This position ensures the treatment and delivery of potable water that meets all federal, state, and local regulatory requirements.

Principal Duties and Responsibilities: Water System Treatment Plant Operators may be assigned a primary set of tasks and work location(s), but all Treatment Plant Operators are expected to learn and perform all water system operator tasks at all work locations in the system. The following tasks and responsibilities are representative of the range of tasks performed by a Water System Operator.

- Plant Operations:
 - Operate and monitor water treatment processes and equipment, including pumps, motors, valves, filters, chemical feed systems, and instrumentation.
 - Monitor water quality parameters such as pH, turbidity, disinfectant residuals, and chemical dosages to maintain regulatory compliance.
 - Monitor operation of the system and its components via physical testing and inspection, and via the SCADA system.
 - Routinely test and monitor raw and finished water quality; and adjust treatment processes as required to ensure finished water meets Safe Drinking Water Act and MDH standards.
 - Respond to alarms and abnormal operating conditions to protect system integrity and public health.
- Safety and Regulatory Compliance:
 - Perform duties in accordance with Minnesota Rules Chapter 4720 and MDH Drinking Water Protection requirements.
 - Ensure daily operations comply with the treatment plant's operating permits and system classification; and compliance with local, state and federal agencies.
 - Collect samples, conduct required testing, and ensure proper reporting to MDH and DNR.
 - Participate in sanitary surveys, inspections, and regulatory audits as required by MDH.
- Maintenance and Troubleshooting:
 - Perform routine preventive maintenance and minor repairs on plant equipment and facilities.
 - Troubleshoot mechanical, electrical, and process control issues.
 - Coordinate with supervisors, licensed operators, and contractors for major repairs or system modifications.
 - Maintain accurate maintenance records and equipment logs.
- Chemical Handling:
 - Safely handle, mix, and apply treatment chemicals in compliance with safety data sheets (SDS) and plant safety procedures.

- Calculate and adjust chemical dosages based on water quality data and system demand.
- Maintain chemical inventory, ordering and monitoring the delivery of chemicals and treatment equipment.
- Documentation and Reporting:
 - Maintain accurate operational logs, compliance records, and maintenance documentation as required by MDH and MnDNR.
 - Complete daily, monthly, and annual operational reports.
 - Document corrective actions taken during process upsets or emergency events.
- Emergency Response:
 - Respond promptly to equipment failures, process upsets, power outages, and water quality incidents.
 - Implement emergency response procedures to minimize risk to the public and the water supply.
 - Participate in on-call rotation as required.
- Communication and Teamwork:
 - Coordinate with other licensed operators to ensure continuous coverage by appropriately certified staff through cross-training.
 - Communicate clearly with supervisors, coworkers, public officials, and regulatory staff.
 - Provide accurate shift handoffs and operational updates.
 - Perform on-call responsibilities on a rotating schedule as assigned.
- Additional tasks:
 - Operate and maintain all LPRW vehicles and equipment in a safe, lawful and efficient manner.
 - Locate services, lines and facilities for repair, installation and Gopher State One-Call purposes.
 - Keep all LPRW property, equipment, and facilities safe, clean and in peak operating condition.
 - Inspect, monitor and secure all facilities to prevent and detect unauthorized entry.
 - Perform other tasks and duties as assigned.

Desirable Minimum Qualifications:

Knowledge, Skills and Abilities: The following knowledge, skills and abilities are representative of those expected of a Water System Operator.

- Must hold a valid Minnesota Drinking Water Operator Certificate issued by the Minnesota Department of Health (MDH) or have the ability to obtain the required certification within a specified probationary period. License class required (A, B, C, D, or E) will be based on the water system and treatment facility classification, as established by MDH. Must be able to achieve and maintain the necessary CEUs or annual training hours to align with MDH certification.
- Present a positive and professional attitude to the public and to those you work with.
- Work productively and cooperatively as a member of the LPRW team to provide the best quality product and service to all LPRW customers.
- Possess good written and oral communication skills.
- Possess good interpersonal and public relations skills to effectively deal with the Board, staff, customers, contractors and vendors, other public agencies, and the general public.
- Become familiar with all LPRW operations and facilities, and develop skills necessary to operate all equipment and facilities.
- Operate and maintain assigned vehicles efficiently, and in a manner that preserves vehicle value and presents a positive public image.

- Operate and maintain all LPRW vehicles, facilities and equipment efficiently, and in a manner that preserves value and presents a positive public image.
- Must have a valid drivers license and the ability to pursue and maintain a valid CDL.
- Work with a high level of attention to detail, and recognition of the safety and public health aspects of the water system operator's position.
- Demonstrate a working knowledge of water chemistry and hardness, hydraulics, pumps and math skills.
- Demonstrate a working knowledge of OSHA safety procedures and regulations.
- Possess a basic understanding of personal computer operations, and operation of the SCADA system in particular.
- Understand and follow safety procedures, and maintain safe working conditions and a safe workplace.

Training and Experience: High school diploma or GED required. Associate degree or vocational training in water treatment, environmental science, or a related field preferred; however, a combination of education and on-the-job experience sufficient to meet MDH certification eligibility is desirable.

Working Conditions: Work involves routine exposure to irritants/fumes and hazardous chemicals (including chlorine, fluoride, phosphate, and lime), temperature extremes, vibrations, and noise. Considerable physical effort is required involving many types of movement such as lifting, bending/stooping, twisting/turning, pushing/pulling. Large and fine motor skills are necessary as well as the full range of senses are used. Performs manual digging. Works at significant depths below ground and significant heights above ground. Position requires weekend work, work beyond normal hours, as well as work during call outs.

Additional Statements:

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of duties. Duties may change over time to meet organizational needs. This position does not create contractual rights.

Lincoln Pipestone Rural Water System is an equal opportunity employer and does not discriminate based on any characteristic protected by state or federal law.

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