

City of Circleville

Employee Job Description



Title:	Water Plant Operator	Department:	Public Utilities
Status:	Full Time, Union, Classified	Supervisor:	Water Plant Superintendent

Under the general supervision of the Water Plant Superintendent, the Water Plant Operator is responsible for the operation and maintenance of the Water Plant on an assigned shift.

ESSENTIAL JOB RESPONSIBILITIES

1. Operate equipment such as high service pumps, production wells, chlorinators, and chemical feed pumps.
2. Reads, records, and interprets data readings from flow meters, gauges, hour meters, well sounder and other test devices.
3. Performs laboratory testing of water quality assurance samples and collects samples from plant production and the distribution system.
4. Monitors and maintains proper chemical feed rates and flow rates.
5. Performs filter washes, fills chemical drums, changes chlorine cylinders, unloads chemical and pressure washes filters.
6. Participates in cleaning and maintenance of the plant, waxing floors, washing windows, cutting grass, shoveling snow, coating driveway, trimming shrubs, landscaping work, pulling weeds, mulching, grading, picking up trash, scraping paint, repainting equipment, and buildings, washing vehicles and equipment.
7. Maintains and helps repair equipment such as valves, motors, compressors, chlorinators, chemical feed pumps, tractors, vehicles, filters, and other equipment.
8. Maintains records and reports, uses a personal computer to control and monitor water treatment process (SCADA).
9. This position is required to work a non-standard work week.
10. Demonstrates regular and predictable attendance.
11. Performs other duties as required and directed.

EDUCATION and EXPERIENCE

1. Must hold a high school diploma or equivalent.
2. A valid Ohio Drivers License and be able to meet the minimum requirements the City of Circleville motor vehicle policy.
3. Work consists of complex, varied, standardized and non-standardized tasks requiring application of rules, regulations, and procedures.
4. A combination of training and work experience which indicates possession of the skills, knowledge and abilities included in this position description.

COMMUNICATION SKILLS/REQUIREMENTS

1. Ability to communicate verbally and in writing with administration, employees, and the general public.
2. Ability to maintain professionalism.
3. Ability to prepare and successfully write clear and concise reports.

MATHEMATICAL ABILITY

1. Ability to perform mathematical calculations involving addition, subtraction, multiplication, division, fractions, percentages, and basic algebra; some mechanical aptitude is required; knowledge of the tools used to make repairs to plant equipment and ability to carry out oral and written instructions.

LICENSES/CERTIFICATIONS

1. Ability to work with little or no supervision.
2. Required to obtain a Class I Operator Water Supply license issued by the Ohio EPA within one (1) year of employment.
3. OEPA certification in Water Lab Wet Chemistry and Microbiological Analysis. Training and OEPA certification to follow employment.

PHYSICAL DEMANDS

1. Ability to lift 50 lbs. occasionally; work in adverse weather conditions for long periods of time.
2. Ability to work on rough terrain, climb ladders, steps, and work in a confined space.
3. Ability to operate power hand tools and equipment, trucks, tractors, front end and skid loaders, mower and hand trucks and must be able to work while wearing a respirator or SCBA.

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4. The physical activity of the position is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, listening, and repetitive motions.

WORK ENVIRONMENT

Work is performed both inside and outside with exposure to weather temperatures ranging from below 32 degrees to above 100 degrees for periods of more than one hour. Individuals are exposed to noise, vibration, physical hazards, and oil. Individuals are exposed to fumes, odors, dusts, mists, gases, or poor ventilation.

ADDITIONAL INFORMATION

Must establish a primary place of residence within a 20-mile radius of the City of Circleville within 180 days after completion of probationary period and maintain such place of residence during employment with the City of Circleville.

The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of which an incumbent indicated are necessary to perform the position. Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

This job description shall not be considered as an employment contract with an employee.