

POSITION DESCRIPTION

Class Title: Treatment Plant Operator (Licensed)

Range: 12

Department: Water

Date: November 7, 2024

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, laboratory, maintenance and repair of water plant and pump stations.

SUPERVISION RECEIVED:

Works under the general supervision of the Water Plant Superintendent and under the immediate supervision of the Assistant Superintendent.

SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower-level operators or maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitors the performance of all equipment at the treatment plant and pump stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Records lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates pumps and valves to control and adjust flow and treatment process, and filter backwashing.

Collects manual samples, follows chain of custody procedures, and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal requirements; Gathers and tests water samples as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that the plant operates within required standards.

Trains and maintains lesser skilled operators and assistant operators in acceptable lab analysis procedures and techniques to assure accuracy of test results.

Contains and disposes of hazardous wastes, used oils, or other wastes generated in the lab or treatment plant.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment. Inspects and tests safety equipment on a periodic schedule.

Operates equipment and vehicles; Operates pumps, valves and other equipment to control and adjust flow and treatment processes. Operates and maintains vehicles as needed.

Maintains buildings, structures, and grounds.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned such as safety committees.

Interprets technical manuals, parts lists, blueprints, drawings and schematics or all treatment plant components.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

DESIRED QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent,
- (B) One (1) year of experience in a water facility, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions. Ability to make operating decisions in the absence of supervisory personnel; Ability to adjust to a variety of duties, involving working alone and apart in physical isolation from others.

SPECIAL REQUIREMENTS

Valid Ohio Driver's license. Ohio Environmental Protection Agency (OEPA) certification as a Water Treatment Plant Operator.

TOOLS AND EQUIPMENT USED

Motor vehicles, generators, air compressors, pumps, motors, chemical feeders; common hand and power tools, shovels, rakes, wrenches, radios, telephones, calculators, flow meters; Safety equipment such as gas detectors, tripod and winch; and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb stairs or ladders; balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 600 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee often works shifts and works alone. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, ultraviolet light and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Approval: _____

Effective Date:

Revision History: