

CITY OF OBERLIN JOB DESCRIPTION
WATER PLANT OPERATOR

Title:	Water Plant Operator	Department:	Public Works Department Water Division
Supervisor:	Water Superintendent, Water Assistant Superintendent	Positions Supervised:	N/A
Status:	Full-Time	Civil Service Status:	Classified/Non-Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	IBEW	Pay Grade:	Per IBEW Contract Bargaining Agreement
Schedule:	Rotating shifts as assigned and call-outs		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Water Treatment Plant Operator will operate the Water Treatment Plan in accordance with the laws and regulations of the State of Ohio and approved operating procedures. The operator will perform preventive and scheduled plant maintenance.

This job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

- High school diploma or equivalent
- Valid State of Ohio Driver's License
- Valid Ohio Class "B" Commercial Driver's License with Tanker and Air Brake endorsement
- Class I Water Treatment Plant Operator Certification
- Class II Water Treatment Plant Operator Certification within two (2) years of hire date
- Must possess mathematical abilities, communication skills, planning and organizing skills, knowledge of water treatment process and operations, and mechanical abilities
- Must have basic knowledge of water treatment equipment and record keeping, and must be able to function with co-workers as a team
- Must have a telephone where one can be reached for call-outs and emergencies

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the Water Superintendent, the Assistant Water Superintendent, and/or the Water Treatment Plant Lead Operator.

Duties and Responsibilities:

- All duties of a Service Maintenance Worker
- Operates plant and all related equipment, takes readings of pumps, meters, recorders, and liquid level indicators
- Compiles daily reports of all treatment operations
- Makes hourly rounds and runs water quality control test as required for proper treatment
- Fills chemical hoppers and tanks. Keeps records of chemicals
- Operates sludge valves daily per the prescribed schedule
- Performs repairs and maintenance on all plant equipment and stations and performs janitorial work, etc.
- Assists in planning and carrying out of projects such as basin cleaning and water tower cleaning
- Performs laboratory analysis of water as directed and in accordance with certification
- Prepare monthly and special reports
- Complies with all safety procedures, work rules and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public
- Performs other related duties as assigned

Licenses and/or Certifications:

- Valid State of Ohio Driver's License
- Valid Ohio Class "B" Commercial Driver's License with Tanker and Air Brake endorsement
- Class I Water Treatment Plant Operator Certification
- Class II Water Treatment Plant Operator Certification within two (2) years of hire date
- Operational Testing Certifications as Required by OEPA

Work Situation Factors:

Position requires working rotating shifts including weekends and holidays, and responding to call-outs in times of emergency or other times of need. **SAFETY SENSITIVE POSITIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 6/24/15

Human Resources Signature/Date

 6/24/15

Appointing Authority Signature/Date

Supervisor Signature/Date



Law Director Signature/Date

Reviewed by Civil Service Com. N/A

Reviewed by City Council: N/A