

TITLE: Water Treatment Plant Operator of Record

JOB OBJECTIVES: Employee is responsible for operating, maintaining and monitoring water plant, booster station and reservoir and all associated equipment.

ESSENTIAL JOB FUNCTIONS:

- Submit all required reports to Ohio EPA.
- Operate treatment plant equipment and perform plant operations such as process control, chemical dosing, maintain control levels, backwash filters.
- Read meters and charts and prepare daily logs as required by the Ohio EPA.
- Act as a troubleshooter in making conclusions to treatment control.
- Maintain equipment and perform preventative maintenance and service maintenance at water plant and booster station.
- Collect samples from water treatment plant and distribution system as required by Ohio EPA operating permit.
- Maintain and perform repairs on facilities and grounds.
- Assist and/or perform water line maintenance.
- Respond to and resolve customer inquiries and complaints.
- Provide guidance to coworkers as necessary.
- Operate and maintain filters and associated plant treatment equipment.
- Operate a vehicle as needed to perform essential functions.

JOB REQUIREMENTS:

Equipment: Properly operate and utilize the following: automobile/truck, tracked or rubber tire excavating equipment, lawn care equipment, various stationary and portable hand tools, pumps, hoists, generators, diagnostic and laboratory test instruments, computer.

CRITICAL SKILLS/EXPERTISE:

- Knowledge of safety practices and Ohio and Federal environmental laws and regulations.

- Knowledge of Village policies and procedures.
- Knowledge of water treatment and plant operations.
- Ability to read and understand technical manuals, blueprints and maintain equipment.
- Knowledge of chemical testing procedures.
- Ability to cooperate with coworkers on group projects.
- Ability to work unsupervised.
- Ability to deal with the public in a professional manner.
- Ability to accept overtime assignments, i.e. extension of workday, weekend, holiday, emergency call-out.

JOB STANDARDS:

High School diploma or G.E.D. is required. Must possess and keep current a **minimum** of an Ohio EPA Water I certification.

DIFFICULTY OF WORK:

Work involves moderately complex, relatively simple standardized tasks, processes and operations following established laws and procedures.

RESPONSIBILITY:

Supervisor provides general guidance, support and performance intervention as necessary to ensure employees adherence to Village policies.

PERSONAL WORK RELATIONSHIPS:

Incumbent has contact with co-workers and the general public. Employee must display courteous, cooperative and professional conduct with associates and community.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical requirements: Work includes various lifting of up to one hundred (100) pounds. Employee must have the strength and dexterity to properly and safely utilize vehicles and other powered apparatus, equipment and tools.

Physical activity: Employee may/will perform the following activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving and repetitive motions.

Visual activity: Employee performs tasks involving hand to eye coordination, color and depth perception and peripheral sensory.

Unusual demands: Employee may be called out after normal work hours to evaluate and correct operational problems and will most often do so autonomously. Employee is routinely required to handle a variety of chemicals and other compounds.

Job location: Employee works inside and outside with temperatures that can/will range from below thirty two (32) degrees to above one hundred (100) degrees Fahrenheit for periods of time in excess of one (1) hour. Employees may occasionally be exposed to hazards and atmospheric conditions.

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

This job description does not constitute an employee contract and is subject to change as the needs of the employer and requirement of the job change.