CITY of COLUMBIANA

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Water Treat. Plant Operator II
Dept.:	Service (Water Distribution)	**Employment Status:**	Full-Time
Reports to:	Water Superintendent	**FLSA Status/Pay:**	Non-Exempt
Normal Hours:	40 Hours Per Week	**Civil Service Status:**	Classified

GENERAL DESCRIPTION:
Under general direction, the Water Treatment Plan Operator II maintains water treatment facility, including plant, grounds, and related pump station; conducts laboratory analysis; ensures chemical levels are monitored and maintained; performs inspections; and maintains records, reports and supplies.

QUALIFICATIONS: **An example of acceptable qualifications:**
High school or GED equivalent and a minimum of one (1) of progressive experience in water plant operations or equivalent combination of education, training, and experience necessary to perform essential functions of position.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio Driver's License with an acceptable driving record and possess or be able to obtain a valid State of Ohio Commercial Driver's License within (1) one year. Must remain insurable under the City's vehicle insurance policy. Must be certified as "OEPA Fully Approved Lab Analysis" and an Ohio Class II Water Supply Operator's License.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive:**
Laboratory equipment; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; cell phone; pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, snowplow, mower, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts such as motor shafts, belts, chain on clarifier drive, bar screw, etc.; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mists, fumes, or vapors; may be exposed to bloodborne pathogens; has occupational exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, and/or weekends; lifts and carries objects weighing up to 75 pounds; may be required to move objects weighing several hundred pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

25% 1. Performs chemical treatment and purification of water according to established standards and guidelines; operates and adjust pumps, motors, feeders, and other plant equipment; regulates chemical and water flow rates; monitors gauges, dials, graphs, and other instruments; performs inspections of plant equipment (e.g., inspects lines, mechanical and electrical equipment, boilers and heating systems; reports findings to appropriate personnel; etc.); etc.

25% 2. Conducts laboratory analysis and ensures chemical levels are monitored and maintained in accordance with standards (e.g. maintains laboratory equipment and supplies; calibrates equipment; cleans and sterilizes lab equipment and supplies; stocks chemicals and supplies; performs chemical and bacterial analysis of water; collects and analyzes samples; evaluates results of tests; preforms chemical and mechanical adjustments; maintains records of tests; etc.); performs minor and preventative maintenance on equipment; etc.

25% 3. Maintains reservoirs and fills appropriate levels; operates water wells; etc.

20% 4. Performs special projects, maintenance, or clean-up tasks as assigned; performs daily housekeeping tasks throughout plant (e.g., sweeps and/or mops floor, cleans equipment and furniture, cleans spills, etc.).

5. Responds to residents questions and complaints and refers to supervisors; conducts plant tours; provides assistance to engineers and contractors during the plant expansion and construction activates; etc.

6. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% 1. Performs other duties as assigned.

Employee Name: **Position Title:** WTP Operator II

MINIMUM ACCEPTABLE CHARACTERISTICS: **(*indicates developed after employment)**

Knowledge of: local geographical area;* department goals and objectives;* department policies and procedures;* plant inspection techniques;* safety practices and procedures;* water treatment plant operating procedures; federal and state EPA rules/laws; federal, state and local laws on safe water regulations; inspection and safety evaluation techniques; water treatment and purification methods; mechanical maintenance; water distribution systems construction, maintenance, and repair; water distribution systems and components; chemistry; lab procedures; English grammar and components; water distribution principles and practices; hazardous material handling methods; proper lifting techniques; spelling; mathematics; records management; public relations.

Skill in: operation of water testing instruments and/or materials; motor vehicle operation; use of mechanic's tools and equipment; use of bench and/or hand tools; use of modern office equipment.

Ability to: deal with problems involving several variables within a familiar context; understand system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; maintain accurate records; work independently; demonstrate physical fitness; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; perform heavy manual labor; travel to and gain access to work sites with associates, supervisors, and general public; understand a variety of written and/or verbal communications; work flexible hours that may include evenings, nights, and/or weekends.

POSITIONS DIRECTLY SUPERVISED:

May supervise Water Treatment Plant Operator I or other subordinate positions as required.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority/Designee) (Date)

_____ _____

(Signature of Employee) (Date)