

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

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Class Title: Water Treatment Plant Operator in Training

GENERAL DESCRIPTION:

Under general supervision, operates and monitors the village's water treatment plant and related facilities in accordance with regulatory standards; inspects equipment to ensure proper operating conditions and performs routine maintenance and repairs; performs building and grounds maintenance; operates vehicles and equipment to perform maintenance and repairs to village's water distribution system and treatment facilities; will be required to be licensed, within 18 months of hire, by the Ohio EPA to perform water distribution and/or wastewater collection duties.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent); six (6) months skilled maintenance experience, or equivalent; demonstrable ability to understand system of mechanical and technical procedures, maintain accurate records, and perform manual labor; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; will be required to be licensed by the Ohio EPA to perform water distribution and/or wastewater collection duties.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid state of Ohio driver's license on the date of employment; must obtain an OEPA Water Class I Operator's License within 18 months of date of hire; must be and remain insurable under the village's vehicle insurance policy.

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); 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 from various water pumps, air compressors, and filters; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; 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 of equipment or machines (i.e., pumps, 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; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, second or third shift, and/or weekends; has exposure to shaking objects or surfaces; lifts and carries objects weighing up to 50 pounds; may be required to move objects weighing several hundred pounds.

Developed by:

Date Adopted: 3.11.14 Res. 2014-08 Clemans, Nelson & Associates, Inc.

Date Revised: Dublin, Ohio 43017

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ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Inspects facility on scheduled basis to ensure proper operation of plant and equipment and to ensure desired water quality is maintained or achieved (e.g., takes and records readings, operates pumps, motors, metering, and chlorinating equipment; adjusts chemical feed flows to ensure adherence to prescribed formulas; checks to ensure UF/NF units have no alarm issues; etc.); backwashes filters; ensures proper levels of above ground storage tanks and plant clearwell are maintained and adjusts pumps to maintain or achieve proper levels.
2. Collects samples, observes meters, gauges, and dials, and records readings; conducts routine tests of water to analyze turbidity, ph, and chlorine; records results on laboratory chart; prepares and submits daily records of plant operation (e.g., water pumped, chemicals used, etc.).
3. Visually inspects equipment to ensure proper operating condition and notifies proper authority of major repair needs; makes minor repairs to pumps, motors, and equipment; performs routine mechanical and electrical work involved with the maintenance, repair, and installation of pumps, motors, feeders, and other related equipment; performs maintenance on equipment and facility (e.g., paints equipment, oils and lubricates machinery, mows grass, shovels snow, loads and stores shipments of chemicals, etc.).
4. Performs maintenance and repairs to village's water distribution system (e.g., repairs or replaces broken waterlines, meters, hydrants, valves, etc.); checks for leaks; responds to customer complaints both during and after regular working hours; operates light and medium equipment.
5. 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.).
6. Maintains records reflecting tests performed, adjustments made, readings, problems encountered, and other related data; operates computer to assemble and analyze data; prepares plant evaluations and other reports as required.
7. Maintains all required licensures and certifications.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

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Knowledge of: local geographical area; *department policies and procedures; *department goals and objectives; *plant inspection techniques; *safety practices and procedures; *water treatment plant operating procedures; mechanical maintenance; water distribution systems construction, maintenance, and repair; water distribution systems and components; water distribution principles and practices; proper lifting techniques; chemistry; spelling; mathematics; records management; public relations.

Skill in: operation of water testing instruments and/or materials; 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 a system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; 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; add, subtract, multiply, and divide whole numbers; work independently; demonstrate physical fitness; communicate effectively; maintain accurate 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.