

**POSITION TITLE:** WATER TREATMENT PLANT CHIEF OPERATOR  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** WATER SUPPLY

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Water Supply Assistant Superintendent

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Water Treatment Plant Operators

**DIRECT:** 8+      **INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for the oversight of the safe, efficient, and compliant operation and maintenance of the City's Water Treatment Plant.

**JOB RESPONSIBILITIES**

- Schedules work and follows up
- Evaluates staff
- Orders laboratory supplies
- Performs laboratory analyses to determine water quality
- Collects and tests water samples
- Inspects the water plant and equipment and makes necessary adjustments
- Ensures proper levels of clearwell and water towers
- Performs preventive maintenance of equipment and facility -- both electrical and mechanical
- Handles hazardous and toxic chemicals
- Records chemical feed amounts, meter readings, plant flow
- Compiles operating data for reports
- Gives plant tours
- Maintains records
- Trains staff
- Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, talk, hear, use hands to finger/handle/feel, reach with hands/arms, focus clearly at 20" or less, and detect color changes. Incumbent must be able to climb and lift 20-50 pounds as well.

<b>REQUIRED SKILL SETS</b>	
<p><b>Occupational/Technical Skills</b></p> <p>Knowledge of laboratory instruments and analyses and interpretation of lab tests</p> <p>Knowledge of sample collecting procedures</p> <p>Knowledge of regulatory rules for water treatment, and water treatment operations</p> <p>Ability to use selected job-specific hardware and software</p> <p><b>Administrative Skills</b></p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p><b>Cognitive Skills</b></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b>Communications Skills</b></p> <p>Ability to let people know of decisions, changes, and other relevant</p>	<p>information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><b>Interpersonal Skills</b></p> <p>Ability to use tact and discretion</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><b>Leadership Skills</b></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is typically performed indoors in conditions with stress from deadlines under pressure, incumbents may spend up to 1/3 of their time using ladders from 15-50 feet for entering pump station and water tanks below grade for maintenance operations.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>High school diploma or equivalent, Ohio Class 3 Water Treatment License, Ohio EPA Chemical Analysis Certification, Bacteria Certification; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.