

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

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Water Treatment Plant Chief Operator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

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

JOB RESPONSIBILITIES

- Performs laboratory analyses to determine water quality
- Oversees plant operations
- Collects and tests water samples
- Inspects the water plant and its equipment, and makes necessary adjustments
- Ensures proper levels of clearwell and water towers
- Records chemical feed amounts, meter readings, plant flow
- Maintains records
- Cleans and paints the plant
- Trains new employees
- Performs preventive maintenance of equipment and facility -- both electrical and mechanical -- (Day shift only)
- Handles hazardous and toxic chemicals -- (Day shift only)
- Hauls sludge to approved sites
- Conducts tours of the water plant
- 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. Day shift operators must be able to climb and lift 20-50 pounds as well.

REQUIRED SKILL SETS	
<p style="text-align: center;">Asterisked items (*) Indicate Day Shift Only</p> <p><i>Occupational/Technical Skills</i></p> <p>Knowledge of laboratory instruments and analyses and interpretation of lab tests</p> <p>Knowledge of sample collecting procedures</p> <p>* Knowledge of basic electrical wiring, and carpentry practices</p> <p>Knowledge of regulatory rules for water treatment, and water treatment operations</p> <p>* Ability to operate welding and cutting torches, farm tractors and agricultural pumps</p> <p>Ability to use selected job-specific hardware and software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to anticipate problems and develop alternative strategies for goal completion</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to keep clear and accurate records and reports</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</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</p>	<p>alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to draw accurate conclusions from numerical materials</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</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><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant 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><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to instruct and train</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed indoors (indoors - 2/3 of the time, outdoors - 1/3 of the time) in conditions with odors and excessive noise; incumbents frequently work alone and may spend up to 1/3 of their time using ladders from 5-50 feet for entering pump station and water tanks below grade. Work is performed with or around moving objects, mechanical equipment and has numerous irregular activities</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>High school diploma or equivalent; an Ohio Class I Water Treatment certification preferred or must be able to obtain in three years; Chemical Analysis 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.