

Shelby Municipal  
Utilities Office

23 E. Main St. ▪ Shelby, Ohio 44875

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STEVEN L. SCHAG, Mayor

JOHN ENSMAN, Director of Utilities

AMBER CASTOR, Utilities Office Manager

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The City of Shelby, Ohio located in Richland County, is seeking a Water Treatment Plant Operator with an Ohio EPA Class I or higher supply license. The hourly wage for a Class I - \$22.65, Class II - \$23.04, Class III - \$23.51, including an excellent benefits package. This position may require evening, night, weekend and holiday shifts.

Applications may be obtained at Shelby City Hall, 43 West Main Street, Shelby, OH 44875 or by visiting [www.shelbycity.oh.gov](http://www.shelbycity.oh.gov) .

Please contact Water Plant Superintendent Jeff Love at (419) 342-2171, with any questions that you may have concerning the open position of Operator Class I

The following is a job description for the Water Treatment Plant Operator Class I position;

## City of Shelby, Ohio

### JOB DESCRIPTION

**POSITION SUMMARY** Responsible for monitoring, operating, and controlling process equipment for water treatment to meet Ohio EPA and relevant standards. The operator is responsible for maintaining and providing safe consumable drinking water for human consumption and industrial use by performing the following duties. Performs other related tasks as required. Regular and predictable attendance.

#### **ESSENTIAL FUNCTIONS OF THE POSITION**

**40%** - Controls and monitors the flow and chemical processing of water. Monitors and inspects plant and equipment. Checks plant and equipment to determine operating condition. Operates and controls electric motors, pumps and/or valves to regulate the flow of water through the plant. Monitors production, transmission, storage levels, system pressure, treatment process, and make adjustments to meet demand. Maintains operational and maintenance logs. Check levels and adjust chemical feed devices of chlorine, fluoride, coagulant, lime and other additives to disinfect and clarify the water.

**40%** - Performs backwash of filters. Collects and test water samples from designated sources to determine compliance with internal and external regulations. Maintains daily record of test results. Conducts required laboratory analysis, equipment maintenance, periodic standardizations and calibrations to maintain OEPA laboratory certification.

**20%** - Log in received chemicals for the laboratory. Maintains general cleanliness of the laboratory and treatment facility. Inspects water towers, pumping stations, reservoirs and the water levels at the reservoirs. Have the ability to perform a variety of maintenance, repair and installation of equipment. Performs preventive maintenance, reports equipment malfunctions and have the ability to

*[www.shelbycity.oh.gov](http://www.shelbycity.oh.gov)*

troubleshoot plant problems. Responds to customers calls concerning water leaks, water quality, complaints and questions. General maintenance of the grounds; including mowing, trimming, painting, raking, and sweeping. Prepares reports and paperwork that is required for each shift. Follows proper safety procedures and performs work as required.

**NON-ESSENTIAL FUNCTIONS OF THE POSITION** This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibility.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**CERTIFICATES, LICENSES, REGISTRATIONS** Possession of a valid State of Ohio motor vehicle operator's license. Must possess an Ohio EPA Class I Water Supply license at time of hire. Shall be required to possess an Operational or Full Laboratory Certification from the Ohio EPA. Retention of such license and certificates are a condition of continued employment.

**EDUCATION and/or EXPERIENCE** License, or Certificate, or Degree in related field(s) or two years related experience and/or training in the related fields; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered medium work.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

**LANGUAGE SKILLS** Ability to read and interpret documents such as blue prints, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.