

**CITY OF**

760 Chestnut St.  
Coshocton  
Ohio 43812



**Notice of Vacancy**

Classification/Department	Water Treatment Operator Class II or III
Shift Hours:	TBD
Rate of Pay:	\$21.43 -- \$22.92 depending on licensing

QUALIFICATIONS and DUTIES: See attached

APPLICATIONS MUST BE SUBMITTED TO THE UTILITIES  
SUPERVISOR'S OFFICE AT 1100 WALNUT ST., COSHOCTON, OH  
43812 TO BE CONSIDERED.

**City of Coshocton**  
**Job Description**  
**WATER TREATMENT PLANT OPERATOR**



**CLASS TITLE:** Water Treatment Plant Operator      **DEPARTMENT:** Utilities  
**EFFECTIVE DATE:** 05/01/09 - Amended      **REPORTS TO:** Utilities Director  
**FLSA STATUS:** Non-Exempt      **CLASSIFICATION:** Union  
**CLASS CODE:** WTP Operator I, II, III

*The City of Coshocton is committed to providing public services in a quality and professional manner. All positions in city government serve as representatives of the City, to their fellow workers and to the tax-paying citizens and guests of Coshocton, and are expected to exhibit quality and professionalism in all aspects of their work and communications.*

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**GENERAL SUMMARY**

Performs a variety of duties essential to the operation of the water treatment plant facility; water distribution system and laboratory in accordance with Department of Health regulations; operates a water treatment facility in order to treat raw and finished water to ensure customers are provided with high quality drinking water and water is delivered in a quantity and at adequate pressure for domestic and firefighting use while utilizing safe hazardous material handling procedures and safe work processes.

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**DISTINGUISHING CHARACTERISTICS**

**Operator I** – This is the entry level for this position. Positions at this level usually perform most of the duties required of the positions at the II and III level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this level is often used as a training class, employees may have only limited or no directly related work experience. Must possess Water Treatment Class I certification and be willing to obtain Water Treatment Class II certification, or be returned to an open position within the City.

**Operator II** – This is the second level in a three-level series. Positions at this level require greater independence of action, initiative and judgment as well as demonstrated ability to perform a full range of complex duties. Positions are normally filled by advancement from the Operator I level and require a Water Treatment Class II certification and a willingness to obtain Water Treatment Class III certification, or be returned to an open position within the City.

**Operator III** – This is the most advanced level in a three-level series. Positions at this level are distinguished from level II by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Positions in level III are normally filled by advancement from level II, requiring successful performance. Positions at this level require a Water Treatment Class III certification. The City has the right to utilize this position as the Operator of Record.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates the water treatment plant including related subsystems and instrumentation; regulates valves and flow dials to maintain pumpage rate and filter rate to maintain hydraulic stability.
- Monitors the treatment process including feeders, flocculation, sedimentation, filtration and disinfection; monitors the addition of chemicals in accordance with prescribed standards.
- Monitors water quality by collecting samples and performing basic laboratory tests at various stages in the treatment process including tests for chlorine residual, fluoride residual, pH, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- Maintains laboratory records on tests and activities and observes variations in plant functions and operating conditions through use of computer control; monitors charts, graphs, meters, instrument gauges and electronic systems.
- Cleans and backwashes filters in prescribed intervals to maintain optimal treatment; cleans intakes; fills chemical feeder hoppers.
- Performs minor, and assist in major, plant equipment maintenance including electric motors, pumps, gear housings, chlorination equipment, and facility repairs; drains, inspects, and cleans plant and reservoir structures.

- Performs a variety of custodial duties to ensure treatment plant and associated facilities are maintained in a clean, orderly, and safe condition, both inside and outside; conducts regular site safety inspections.
- Other duties as assigned.

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## **PERFORMANCE EXPECTATIONS**

- Exhibits a commitment to execute all responsibilities with quality and excellence.
- Exhibits high level of ethics, integrity and professionalism in all dealings.
- Demonstrates effective and efficient use of City resources.
- Shows thorough familiarity with and understands City resources sufficiently to appropriately direct inquiries or provide appropriate information about community resources in a timely, professional and collegial manner.
- Exhibits good judgment in decision-making, based on City of Coshocton guidelines; this includes a keen awareness of all information contained within the City of Coshocton Personnel Policy Manual.
- Shows initiative to anticipate and attempt to resolve all problems/issues/needs while maintaining essential services.
- Pursues continuous learning to improve job skills and obtain requisite knowledge and capabilities to support the City's goals and objectives.
- Works effectively and cooperatively with others, demonstrating ability to work well in team-based efforts interdepartmentally and within intergovernmental agencies.
- Maintains knowledge of Equal Employment Opportunity (EEO) laws, particularly regarding equal and fair treatment of all people; strives to maintain a non-intimidating, harassment-free work environment.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of government policies and procedures, structure and process.
- Knowledge of appropriate safety precautions and procedures as well as departmental practices and procedures including regulatory standards governing the treatment process.
- Working knowledge of water treatment plant operation including use of proper methods, materials, tools and equipment.
- Knowledge of water and water chemistry, including the use of laboratory equipment and instruments for testing.
- Knowledge of basic mechanical, electrical, and hydraulic principles including tools needed in making general repairs and adjustments to motors and pumps.
- Ability to read and adjust dials and controls used in plant operation.
- Ability to recognize mechanical problems and apply general principles of preventative maintenance.
- Ability to skillfully use and care for tools used in the trade, including lime slaker and other chemical feeders.
- Logical thinker with skills necessary to collect data utilizing proper research methods, solve practical problems involving few concrete variables in standardized situations, accepting and utilizing supervision. Ability to apply common sense understanding to determine and implement specific action(s) furnished in written or verbal form in accordance with policy.
- Outstanding communication and interpersonal skills demonstrated by the ability to communicate with managers, co-workers and members of the general public in a courteous manner.
- Knowledge of the English language, including the meaning of common words, phrases and terms as well as the ability to spell common words. Ability to read and interpret simple passages and follow detailed but basic written and oral instructions.
- Ability to apply standard principles of chemistry and mathematics as related to wastewater treatment.
- Ability to accurately complete forms and reports and maintain accurate records.

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## **MINIMUM QUALIFICATIONS**

**Operator I** – High School Diploma or equivalent. Must possess Water Treatment Class I certification and be willing to obtain Water Treatment Class II certification.

**Operator II** – High School Diploma or equivalent. Must possess Water Treatment Class II certification and be willing to obtain Water Treatment Class III certification.

**Operator III** – High School Diploma or equivalent. Must possess a Water Treatment Class III certification.

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## **PHYSICAL DEMANDS**

Mobility within a field environment; some risk involved in dangerous environments (exposure to fumes, odors, and chemical and mechanical hazards); exposure to extreme cold and heat. While performing the duties of this job the employee will occasionally be exposed to high precarious places and must be physically capable of sustained climbing, standing or walking and reaching above shoulder level; occasional lifting and carrying up to 55 pounds; using both hands for simple and firm

grasping. Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances.

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### **WORKING CONDITIONS**

Includes a combination of indoor and outdoor exposure which may subject the job incumbent to extreme temperatures. Exposure to high noise levels, chemical irritants, unpleasant odors, and dust & allergens is possible.

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### **RELATIONSHIPS AND ACCOUNTABILITIES**

Directly reports to the Utilities Director or to the Water Treatment Plant Maintenance Supervisor in the Utilities Director's absence. Works in conjunction with other department employees. Maintains positive working relations with city and county officials, as well as the general public.

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### **EEO STATEMENT**

It is the policy of the City of Coshocton to assure Equal Employment Opportunity to its employees and applicants for employment on the basis of merit without regard to race, color, religion, national origin, political affiliation, or age or any other basis protected by Federal, State or Local law, ordinance or regulation. The City of Coshocton will follow this policy in recruitment, hiring, testing, certification, promotion, layoffs, returns from layoffs, demotions, terminations, training, performance evaluations, leave, and use of City facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, the City will take positive affirmative measures in accordance with Federal, State and Local law, ordinance, or regulation to recruit minorities, females, and persons with disabilities to all levels of City government.

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### **DISCLAIMER**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

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### **ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge I have received a copy of this job description. I understand the duties and am fully able to meet the requirements and perform the essential functions of this position, with or without reasonable accommodations.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name