



# VILLAGE OF PLAIN CITY

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Plant Operator 1
<b>Dept.:</b> Water/Wastewater	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Water/Wastewater Superintendent	<b>FLSA Status/Pay:</b> Non-exempt
<b>Normal Hours:</b> 7:00 a.m. – 3:30 p.m.	<b>EEO Status:</b> 07 – Skilled Craft Worker

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### GENERAL DESCRIPTION:

Under general supervision of the Water/Wastewater Superintendent, the Plant Operator 1 is responsible for the water and wastewater plants in order to ensure that residents have safe and clean water in accordance with federal, state, county, and municipal legislation policy and standards.

### QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan; must possess and maintain a Class I Wastewater Operator's License from the Ohio Environmental Protection Agency (OEPA); must possess and maintain a Class I Water Supply Operator's License from the OEPA; must possess and maintain a Water Laboratory Wet Chemistry Certification from the OEPA.

### EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Motor vehicle, calculator, computer, computer software, mobile phone, skidsteer, backhoe, mower, small loader truck, dump truck, weed trimmer, trash pump, sewer jet truck, power tools, laboratory testing equipment.

### 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; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); 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 (e.g., digester blowers); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions; is exposed to injury as a result of falling from high places; uses or works in proximity to the use of firearms; works in or around crowds; has exposure to hot, cold, wet, humid, or windy weather conditions; may be required to lift, carry, push, or pull heavy objects; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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Date Adopted \_\_\_\_\_

Developed by:

Date Revised \_\_\_\_\_

Clemans, Nelson & Associates, Inc.

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## POSITION DESCRIPTION

**Employee Name:**

**Position Title:** Plant Operator 1

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 35% (1) Conducts routine sampling and monitoring independently; checks flow readings for all treatment related flows; completes daily log entries for treatment plants; collects samples for laboratory testing and conducts other required testing (e.g., temperature testing, Dissolved Oxygen testing, pH testing, 30 minute settleability, chlorine testing, hardness testing, water laboratory standardization, salinity testing, etc.); calibrates laboratory equipment; interprets test data; regenerates softeners and filters, and recognizes when a regeneration or back wash is needed; conducts chemical feed setting and recognizes when changes are needed; removes waste sludge from the treatment process; changes flow direction through treatment plant and balances flow and aeration; operates sludge processing equipment; fills drying beds, removes dried sludge, and cleans drying bed media.
- 30% (2) Performs plant maintenance (e.g., general housekeeping; lubricates equipment [pumps, blowers, gear boxes, bearings, and motors]; inspects and changes belts; inspects and changes air filters; inspects unit oil levels and changes oil and filters; evaluates efficiency of pumps for proper operation; maintains UV disinfection equipment; exercises back up power generators; maintains grit removal system; rags removal at various screen stations throughout the plant; exercises valves; repairs and replaces valves; repairs and replaces pumps and motors; repairs and replaces pipe work; maintains and programs automatic sampling equipment; conducts amperage draws on motors; troubleshoots tripped or failed equipment; repairs and replaces chemical feed equipment, etc.).
- 25% (3) Performs various functions related to the collection and distribution systems (e.g., inspects lift station pump systems and maintains lift station components; conducts man hole inspections; assists in operation of sewer jet truck; recognizes and locates a sewer main line blockage; locates sewer main lines; reads water meters; repairs and replaces water meters and read outs; locates and operates water main valves and service valves; operates and maintains fire hydrants; locates water lines; locate water leaks and water main breaks, etc.).
- 5% (4) Maintains daily log book entries and daily duties; documents maintenance; records all laboratory testing and test results; records laboratory chain of custody sheets.
- (5) Attends meetings, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure or certification, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

#### OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.

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## POSITION DESCRIPTION

**Employee Name:**

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- (2) May be required to work weekends and evenings as needed.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** office practices and procedures; \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; computer software; community resources and services; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; water treatment plant operating procedures; water treatment regulations; mechanical maintenance; water distribution systems construction, maintenance, and repair; water distribution systems and components; water distribution principles and practices; EPA and OEPA standard laws and/or regulations; wastewater treatment plant operating procedures; wastewater treatment regulations; laboratory equipment and supplies; laboratory techniques; wastewater laboratory; mechanics principles; basic biology and chemistry; plant processes and understand the function and location of equipment.

**Skill in:** computer operation; use of modern office equipment; motor vehicle operation; use of bench and/or hand tools; daily lab duties which include but are not limited to quality control testing, interpreting results and recommending chemical feed adjustments; basic electric; basic plumbing.

**Ability to:** carry out a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site; interpret blueprints.

**POSITIONS DIRECTLY SUPERVISED:**

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Date Adopted \_\_\_\_\_

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Date Revised \_\_\_\_\_

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