



POSITION DESCRIPTION
An Equal Opportunity Employer

Class Title:	Water Plant Operator Trainee	FLSA Status:	Nonexempt
Dept./Div.:	Water	Civil Service Status:	Unclassified
Reports to:	Water Plant Supervisor	Employment Status:	Full-time
EEO Status:		Normal Work Hours:	Day shift
Employee Name:		DOT/O*Net Code:	

GENERAL DESCRIPTION:

Trainee position to learn the duties and routines needed in the monitoring, operating, control and maintenance of the water supply and treatment facilities and equipment, including all production and test wells, water treatment plant and laboratory, elevated storage tanks and related components.

POSITIONS DIRECTLY SUPERVISED:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
 Lab equipment, chain hoist, hand tools, pumps, motors, service vehicles; computers and general office equipment.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

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

Learns and assists to install, operate, and maintain the various components of the water supply and treatment facilities; backwash filters; maintains water softener as needed; monitors and maintains pilot valve, high service pumps, and output; conducts fire hydrant flow, well capacity and chlorine alarm and auto dialer system tests as needed; collects water samples, non-sterile and sterile conditions.

Learns and assist to operate and adjust pumps, valves and related mechanical equipment.

Learns and assists to monitor, adjust, and test of the chlorine system. This includes changing chlorine tanks as well as updating and following (RMP) Risk Management Plan as needed for the proper treatment of the City’s drinking water.

Learns and assists to perform required laboratory calibrations, analysis and maintain records, such as but not limited to, collecting and analyzing system bacteria samples, iron samples, pH testing, ground water sampling and collecting and shipping red sand filter samples.

Learn and assist in the troubleshooting, repairs, and lubrication of machines and equipment.

Learn and complete maintenance of records (e.g., maintains a file of the results of fire hydrant flow, well capacity and chlorine alarm and autodialer system tests; etc.); record customer service issues and complaints.

Learn and assist in the valve maintenance program, including records.

Learn and assist in monitoring, recording, maintaining, and operating pumps, wells, and water towers, including winterizing and de-winterizing.



Learn and complete set-up of Water Treatment Plant and conducts meter readings.

Learn to and assist to address and resolve customer service issues and complaints.

Performs facilities maintenance, cleaning, manual labor and other tasks as instructed.

Assists the water distribution crew as needed.

Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned (i.e., assist other utility departments as needed; participate in required training as applicable; etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (116) mathematics; (261) employee handbook and contract*; (263) departmental policies and procedures*; (302) modern water treatment practices and operating procedures; (308) custodial methods and techniques; (309) building construction, maintenance, and repair; (312) mechanical maintenance; (317) water distribution systems and components; (319) water distribution principles and practices; (326) laboratory equipment and supplies and necessary laboratory techniques; (341) BMU water system*; (421) English grammar and spelling; (477) proper safety procedures*.

Skill in: (905) operation of computers and software; (937) controlling operations of equipment or systems; (938) operation monitoring; (939) quality control analysis; (958) motor vehicle operation; (960) the proper operation and maintenance of the various components of the water supply and treatment facilities; (962) the use of hand and power tools.

Ability to: (602) carry out instructions in written, oral, or picture form; (609) recognize unusual and threatening conditions and take corrective action or report to the Water Supervisor for assistance in corrective action; (630) read, copy, and record figures accurately; (631) perform basic addition and subtraction; (654) prepare accurate documentation; (680) respond to routine inquiries from public and/or officials; (700) recognize safety warnings; (701) read individual words; (709) read meters and charts accurately; (724) maintain records according to established procedures; (741) work unsupervised for extended periods of time; (745) develop and maintain effective working relationships with associates, supervisors, officials and general public; (763) demonstrate manual dexterity; (767) perform varying degrees of physically demanding work for long periods of time under varying weather conditions and around noxious odors, fumes, noise and in confined spaces; (768) travel to and gain access to work site; (781) work evenings, nights, holidays, and weekends; (783) see details at close range (within a few feet of the observer); (784) keep your hand and arm steady while moving your arm or while holding your arm and hand in one position; (788) make mechanical, electrical and plumbing repairs, such as but not limited to, air lines, oil changes, amp-draws, changing fuses and heaters; (789) identify parts used in the water department.

QUALIFICATIONS: An example of acceptable qualifications:

Position requires a high school diploma or GED. Ability to pay attention to detail a must.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Possession of Ohio EPA Class I Water Supply certification and successful completion of the Operator Training Committee of Ohio (OTCO) Water Supply systems Training program. OEPA Microbiological Certified Analyst.



WORKING CONDITIONS:

Facility and Work Area:

The work is performed in an office, lab and field setting with good working conditions, however, is occasionally exposed to noise, dust, heat and other elements when job duties require incumbent to go to visit department projects or field work.

Physical and Environmental Characteristics:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a split position between a controlled office environment and in the field.

The employee:

- Is required to see color and distinguish letters, numbers and symbols. Frequently required to sit, stand, walk, talk, hear, bend and reach. Ability to reach with hands and arms.
 - Answers telephone calls and frequently bends, reaches, and pushes and pulls.
 - Moves within and outside of the building to collect, deliver, and copy data and documents.
 - Uses a computer terminal to access, input, and retrieve data.
 - Moderate amount of physical demand; frequent lifting or moving of lightweight materials, or periodic lifting of or moving of average weight materials, or occasional lifting or moving of heavy weight material.
 - Works in inclement weather, around energized electrical equipment, high voltages, precarious places, extreme cold, extreme heat, noxious odors and fumes, and noise
 - Is required to work hours other than the regular schedule including evening, weekends and holidays.
 - Sustained periods of close, fixed mental and visual attention for at least fifty percent of the time.
 - Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.
 - In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.
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