

Job Description:	PLANT OPERATOR – WATER OR WASTEWATER	Job Number 134
FLSA Status:	Non-Exempt / Classified	Revised July 2003
Reports to:	Chief Operator, Water Plant or Wastewater Plant	Revised Nov-19-2009 Revised May 01-2014

The purpose of this position is to purify, clarify and stabilize the City’s water supply or to remove effluents from the City’s wastewater supply by testing water or wastewater samples, adjusting chemicals as needed, and safely and efficiently operating and maintaining water plant equipment.

Essential Functions:

1. Collects and tests water samples, using test equipment and applicable EPA testing methods.
2. Monitors operating conditions, meters, and gauges to determine load requirements.
3. Operates and adjusts controls on equipment such as pumps, motors, valves, and gates, using computers or manual controls.
4. Adds chemicals such as chlorine, lime, polymers, and flocculants using a computer program to purify, clarify, and stabilize water OR chlorine, sodium bicarbonate, polymers, and bisulfite to treat the wastewater; keeps Chief Operator informed of supply of chemicals..
5. Records operational data, personnel attendance, and meter and gauge readings on specified forms.
6. Diagnoses operational problems, mechanical malfunctions and chemical shortages, recommends possible alterations, adjustments, and/or procedural changes to correct the problem, and reports such problems to the Chief Operator or Plant Maintenance Mechanic.
7. Inspects and performs preventative maintenance on machinery and mechanical equipment and makes minor repairs as necessary.
8. Responds to plant alarms and resolves operational problems, warns employees of existing safety hazards, and ensures that the proper corrections are made.
9. Unloads plant supplies from delivery trucks and stores supplies appropriately.
10. Cleans and maintains the plant and equipment, using hand tools and power tools.
11. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
12. May require the performance of other essential functions depending upon work location or assignment.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Basic literacy and math
- Basic chemistry
- Safety practices in the operation of electrical and mechanical equipment
- Ability to distinguish colors and color changes

Skilled in:

- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Performing routine and preventative maintenance and minor repairs on equipment and determining when and what kind of maintenance is needed.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to:

- Observe or monitor data, machinery, and equipment to determine compliance with prescribed operating or safety standards.
- Work with and around chemicals or similar solutions using only normal protective equipment.
- Monitor and make adjustments to Windows-based computer programs.
- Tell when something is wrong or is likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- See details at close range (within a few feet of the observer).
- Quickly and repeatedly adjust the controls of a machine to exact positions.
- Understand and follow oral and written instructions in the English language.
- Work cooperatively with other City employees.
- Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
- Perform the physical requirements of the job: standing, climbing stairs, walking, bending, stooping, lifting and carrying over 50 pounds, manipulating small objects, and keyboarding.
- Satisfactorily pass a pre-employment drug screen.
- Possess a valid Ohio Driver’s License, or ability to obtain one.

Acceptable Education, Training and Experience: This is an entry-level position requiring a high school diploma or GED plus knowledge of basic chemistry. Some experience in mechanical and electrical machinery operation and/or maintenance is preferred. Other combinations of experience and education which meet the minimum requirements may be substituted. Must obtain an Ohio Class I Operator’s certification in water treatment or wastewater treatment within two years from date of assignment.

Job Setting: The duties of this position will be performed within and around the Water or Wastewater Plant. The incumbent may encounter any type of environmental conditions: hot, cold, damp, inside, outside, wet, humid, dry, noisy, dirty, greasy, sudden temperature changes, etc. The incumbent will be expected to work alone, around others, under stress, under minimal supervision, and under deadlines.

Career Progression	
From: Maintenance Worker Sludge Operator	To: Plant Maintenance Mechanic Chief Operator

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.