

Job Description:	Operations and Maintenance Technician I – Water or Wastewater	Job Number 134-1(N)
FLSA Status:	Non-Exempt / Classified	Revised July 2003 Revised Nov-19-2009 Revised May 01-2014 Revised Sept-8-2022 Revised May 10, 2023
Reports to:	Chief Operator, Water Plant or Wastewater Plant	

The purpose of this position is to assure that the water plant provides an adequate and safe supply of potable water or that the wastewater plant produces safe wastewater which meets the requirements of the Ohio Administrative Code, the Ohio Revised Code, and any other federal or state regulations which dictate operation by supervising and coordinating the operation, maintenance and repair of the facility

Essential Functions:

1. Collects and performs physical, chemical, and biological tests on collected plant samples, using test equipment and applicable EPA testing methods.
2. Understands and follows the components of the quality assurance and quality control program developed by the Laboratory Technician
3. Collects wastewater samples from industrial users and conducts environmental inspections.
4. Monitors operating conditions, meters, and gauges to determine load requirements.
5. Operates and adjusts controls on equipment such as pumps, motors, valves, and gates, using computers or manual controls.
6. Adds chemicals such as chlorine, lime, polymers, and flocculants using a computer program to purify, clarify, and stabilize water OR add chlorine, sodium bicarbonate, polymers, and bisulfite to treat the wastewater; keeps Chief Operator informed of supply of chemicals.
7. Records operational data, personnel attendance, meter and gauge readings on specified forms.
8. 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.
9. Inspects and performs preventative maintenance on machinery, mechanical equipment and department vehicles. Makes minor repairs as necessary.
10. Responds to plant alarms and resolves operational problems, warns employees of existing safety hazards, and ensures that the proper corrections are made.
11. Unloads plant supplies from delivery trucks and stores supplies appropriately.
12. Cleans and maintains the plant and equipment, using hand tools and power tools
13. Performs physical, chemical, and bacteriological tests on collected samples, using test equipment and applicable EPA testing methods.
14. Establishes and maintains a quality assurance and quality control program in the laboratories.
15. Records laboratory results on specified forms and reports any abnormal tests to the Chief Operator.
16. Cleans and sterilizes laboratory equipment utensils and facilities.
17. Assists the Chief Operator in the development of technical justification for local limits.
18. Assists the Chief Operator in reviewing new state and federal permits and programs that affect laboratory operations or pretreatment programs.
19. Maintains turf and landscaping areas on city property by operating turf maintenance equipment such as lawn lawn mowers, handsaws, clippers, shovels, chain saws, tree-trimmers and hoes.
20. Maintains city-owned facilities by changing light fixtures or bulbs, assisting in the repair of plumbing, heating, ventilations and air conditioning equipment, performing general carpentry; painting; cleaning interior and exterior of facilities, general janitorial, etc.
21. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.
22. 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
- General methods, practices, tools and materials used in building maintenance and repair work and plumbing
- The operation and care of standard chemical laboratory 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.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Managing one's own time effectively and the time of others

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 operational certification in the Water Plant Laboratory and certification in the Wastewater Plant Laboratory. 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: New Hire	To: O&M TECH II
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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.