City of Shelby, Ohio
JOB DESCRIPTION

Job Title: Water Treatment Plant Chief Operator   **Normal Working Hrs:** M-F 0700-1500

Department: Water Treatment Plant   **Employment Status:** Full-Time

Reports To: Superintendent   **FLSA Status:** Non-Exempt

Classification Status: Classified   **Adopted Date:** 1/14/2019

POSITION SUMMARY Responsible for the day-to-day operation of the Water Treatment Plant. Shall be recorded with the Ohio EPA as an Operator of Record for the treatment facility. Must have the ability to carry out most aspects of the Superintendent's responsibilities in Superintendent's absence. Regular and predictable attendance.

ESSENTIAL FUNCTIONS OF THE POSITION

80% - Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Oversees and instructs operators for accuracy and frequency of testing and monitoring. Has the responsibility of performing and overseeing lab testing and plant operations. Trains the operators in the safe and efficient operations and maintenance of the workings of the plant. Adjusts chemical dosages of chlorine, ferric chloride, lime, phosphate, carbon, fluoride, potassium permanganate, and CO_2. Keeps track of all supplies used at the Water Plant, including chemicals, lab reagents, and cleaning supplies. Must keep informed of all old and new EPA regulations and chemical monitoring which include TTHM, TOC, SOC, VOC, and Inorganics. Inspects records, observes conditions to note changes, and makes calculations to determine that the plant is working effectively. Instructs operators on chemical feed rates, raw and finished water flow rates, safety procedures, water tower levels, clear well levels, and test procedures. Oversees operators for accuracy and frequency of testing, back washing, and chemical monitoring. Treats reservoirs for algae. Keeps up to date on all aspects of safety, including Confined Space, PPE, Chlorine handling, etc. When necessary, assists others or performs a wide range of related work as required or directed. Shall be recorded with the Ohio EPA as an Operator of Record for the treatment facility. Must have ability to carry out most aspects of the Superintendent's responsibilities in the Superintendent's absence.

20% - Maintains equipment and plant area by painting, lawn maintenance, repairing and replacing broken or worn equipment

NON-ESSENTIAL FUNCTIONS OF THE POSITION This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES This position has no direct supervisory responsibilities. This position may oversee operational, laboratory, and maintenance procedures of crew members. Is responsible for the overall direction, coordination, and evaluation of the treatment plant. Carries out responsibilities in accordance with the City's policies and applicable laws.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of a valid State of Ohio motor vehicle operator's license and an Ohio EPA Water Supply III license and a Full Lab Certificate from the Ohio EPA at time of hire. Shall be recorded with the Ohio EPA as an Operator of Record. Retention of all licenses and certification are a condition of continued employment.

EDUCATION and/or EXPERIENCE License, or Certificate, or Degree in related field(s) or five years related experience and/or training in the related fields; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

PHYSICAL DEMANDS 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. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered medium work.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

LANGUAGE SKILLS Ability to read and interpret documents such as blue prints, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

My signature below signifies that I have reviewed and understand the contents of my job description.

_____
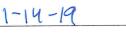
Water Treatment Plant Chief Operator   Date

APPROVED:

Steven a Schag   1-14-19
_____

Mayor   Date

Developed By: je/jl