



Village of Sebring Position Description

- Position Title:** Water Treatment Plant Operator
- Immediate Supervisor:** Water Plant Superintendent
- Normal Working Hours:** 40 hour week, variable days & times.
- Salary Range:** \$19.40 per hour with a comprehensive benefits package and state pension.

RESPONSIBILITIES

Employee is required to obtain a Class 1 Water Operator License by the end of 30 months.
Employee is required to obtain a Class 2 Water Operator License by the end of 48 months of being employed.
Employee is required to obtain a bacteria lab certification within the first year.

- Operates, maintains and repairs equipment, lands and buildings.
- Monitor plant operations that include pumps, meters and chemical feed devices.
- Follows operational procedures including laboratory analysis and recording of information as established by the Plant Superintendent.
- Attends safety trainings and educational sessions as are necessary and determined by the Superintendent.
- Operates any vehicle or equipment as directed by the Deputy Service Director or Plant Superintendent in the operation, maintenance and repair of any Village system.
- Keep strict and accurate records.
- Assists Water Superintendent in the preparation and implementation of annual capital improvements program and annual budget for maintaining distribution system.
- Coordinates and initiates assistance from water distribution crews and personnel as necessary.
- Can be expected to work any time.
- Valve exercising and other routine maintenance.
- Performs other duties as assigned by supervisor(s) or designee.

WORK EXPERIENCE REQUIREMENTS

- Knowledge of the occupational hazards and safety precautions of the work.
- Possess the necessary skills in the safe operation of equipment, per job description.
- Displays excellent interpersonal skills with co-workers and the public-at-large.
- Displays discipline and focus in the work environment.
- Ability to perform all required duties, both mentally and physically.
- Ability to work independently and is self-supporting.
- Can be expected to work at any time.
- Will work shifts.

ESSENTIAL FUNCTIONS

- Must be able work inside and outside the plant regardless of the weather.
- Ability to navigate steps and ladders inside and outside of the buildings.
- Ability to use fire hoses to clean tanks.
- Work done with a respirator while handling chemicals.
- Employee MUST communicate any malfunctions to Superintendent immediately.
- Rounds are made every hour checking filters, chemicals, pumps and tank levels.
- Water testing is very important to water quality. Must obtain EPA certification to perform lab work.
- This is a drinking water plant must take your job serious.
- Must be able to study for and take tests for operator licenses and lab certifications.

KNOWLEDGE, SKILLS, AND ABILITIES *(Some may be acquired after hire.)*

Knowledge of:

- Basic water quality.
- Preferred knowledge of: water distribution operations and maintenance procedures, methods, techniques and standards; equipment, tools and materials utilized in the maintenance function; safety practices and procedures; equipment operation and safety; SCADA and telemetry systems. (This can be on the job training).
- Knowledge of commercial safety practices and procedures.
- Knowledge of basic public records.

Skill and Ability to:

- Attend and complete, with passing grades, Operator Training Committee of Ohio (O.T.C.O) courses in preparation for Ohio E.P.A. Operator Water Certification testing.
- Obtain an Ohio E.P.A. Class-2 Water Certification within two years of employment.
- Ability to: define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; communicate effectively in written or oral form; establish friendly atmosphere as crew leader of work unit; read blueprints; follow oral and written instructions; develop and maintain working relationship with associates, superiors and general public.
- Ability to: define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; communicate effectively in written or oral form; establish friendly atmosphere as crew leader of work unit; read blueprints; follow oral and written instructions; develop and maintain working relationship with associates, superiors and general public.
- Must be capable of working alone or with others in assigned duties with minimal supervision.
- Must be willing to accept on-call responsibilities.
- Must use basic math in the lab and through the plant.
- Loading 50lbs bags of carbon and moving 150-300lbs barrels daily.
- Ability to prepare clear reports and keep accurate records.
- Ability to work flexible hours with some evening meetings and work, as well as emergency response when required.

Physical Demands: Standing, sitting and light lifting.

- Sitting: 2 hours per 8 hour work shift.
Alternates frequently to walking and standing.
- Standing: 4 hours per 8 hour work shift.
Alternates frequently to walking and occasionally to sitting.
- Walking: 2 hours per 8 hour work shift.
Alternates frequently to standing and occasionally to sitting.

Qualifications and Education Requirements:

- High School Diploma required
- Valid State Driver's license
- The successful candidate must pass a background check and drug testing.

Benefits:

The Village of Sebring offers a competitive benefits package, which includes:

- Health Insurance (full-time employees only)
- Direct Deposit Program
- Worker's Compensation Insurance
- \$20,000 Term Life Insurance (full-time employees only)
- Family Medical Leave, Bereavement/Funeral Leave, Jury Duty Compensation, Military Leave
- Holidays, Sick Time, Vacation Time & personal days
- Prior credit for service with State of Ohio Public Employers
- Section 457 (b) Deferred Compensation Plans
- Ohio Public Employees Retirement (OPERS)
- Continuing education opportunities supported by the Village.

I have read this position description and to the best of my knowledge, I believe that I can perform these duties and state that I meet the requirements for this position.

Employee Signature

Date

Village of Sebring is an equal-opportunity employer