



Position Description

Position: Operator in Training

Reports To: Water Treatment Plant Superintendent / Assistant Superintendent

Group / Department: Public Works/Utilities/Water Treatment Plant

Work Hours: No more than 30 hours per week

Position Summary

The Operator in Training is a regular part-time position within the City of Sidney Water Treatment Plant and reports to the Water Treatment Plant Superintendent or Assistant Superintendent.

The Operator in Training is an entry level position responsible for learning operations and maintenance duties at the Water Treatment Plant during an assigned shift. This position will learn to produce adequate quantities of clean, safe potable water for the community. This position also assists with maintenance and repair duties to equipment on an “as needed” basis at the direction of the Water Treatment Plant Superintendent or Assistant Superintendent.

Job Dimensions

The Water Treatment Plant is a 10 million gallon per day treatment capacity. Currently it treats 2.8million gallons per day. The plant is a modern, computer assisted, lime-soda softening facility that utilizes both ground and surface water. With such a complex source water supply, the Operator in Training plays a major role within the treatment plant staff. The plant is staffed by eight full time employees and one part time employee. The facility is a 24-hour a day, seven day per week facility that is manned at all times.

Operator in Training is responsible for collecting approximately 24 water samples per assigned shift and analyzing each sample for at least six different parameters. Presently, the Operator in Training is required to work every other Sunday for eight (8) hours and as needed Monday - Friday. The Operator in Training will not work more than thirty (30) hours in a week or sixty (60) hours in a pay period. There is no overtime associated with this position, unless in an emergency situation and approved by the City Manager.

The incumbent also monitors numerous gages, charts and indicators and adjusts equipment to ensure the proper and efficient operation of the treatment plant.

Nature and Scope

The Operator in Training is staff to the Water Treatment Plant and reports to the Water Treatment Plant Superintendent and Assistant Superintendent. General supervision is received from these plant supervisors; however, the employee is expected to perform without detailed instruction. The incumbent will regularly consult with other plant operators and the plant supervisors about the treatment process. The incumbent also takes emergency calls after working hours and dispatches crews to the scene.

The major responsibilities of the Operator in Training include:

- ❑ Analyzing water samples, monitoring numerous gages, charts and indicators and adjust machinery to ensure the proper and efficient operation of the treatment plant.
- ❑ Assisting with mechanical repairs and tank cleaning.
- ❑ Ability to use various types of laboratory equipment such as specific ion meters, nephelometers, titrators, etc.
- ❑ Maintaining accurate records of plant and maintenance operations.
- ❑ Applying a broad knowledge of principles, practices and methods of water treatment and equipment repair.
- ❑ Obtaining and maintaining a valid laboratory certification as defined by the Ohio Department of Health.
- ❑ Performing custodial and preventative maintenance duties in an assigned area.

Major Challenges

- ❑ Providing an uninterrupted supply of clean, safe, potable water to the city.
- ❑ Contending with a constantly changing raw water source, i.e. floods, drought, ice, bacterial and chemical, taste and odor.
- ❑ Maintaining operations during planned and emergency repairs.
- ❑ Maintaining compliance with state and federal regulations and meeting all reporting requirements.
- ❑ Providing accurate, reliable and consistent water analyses.
- ❑ Maintaining laboratory certification.
- ❑ Utilizing quality control procedures.
- ❑ Working alone for long periods.

Other Requirements

- ❑ Ability to work nights, weekends and holidays.
- ❑ Demonstrate ability to read and understand manuals and supervisory instructions.
- ❑ Ability to use a computer in plant operations and record keeping.
- ❑ Monitoring and working with and around hazardous treatment chemicals.
- ❑ Working weekends on a consistent schedule that may include nights and holidays.
- ❑ Physically able to use a wide variety of hand and power tools, climb stairs, work from ladders, and lift as much as 50 lb bags and move objects with mechanical assistance.
- ❑ Demonstrated ability to operate, adjust and make minor repairs to equipment.

- ❑ Exercising the appropriate safety precautions in performing work functions that include, but not limited to: blood borne pathogens, spill prevention, chemical storage, personal protective equipment, and etc.
- ❑ Must be a resident of Shelby County or an adjacent county within one year from the date of hire. Residency must be maintained throughout employment with the City of Sidney.
- ❑ Must achieve an Ohio Class I Water Supply Certificate within 24 months of hire.
- ❑ Must achieve Ohio EPA Wet Chemistry Laboratory Certification within 12 months of hire.

Qualifications

- ❑ A high school diploma or GED equivalent.
- ❑ General working knowledge in mathematics and chemistry and/or supplemental courses in water treatment.
- ❑ Must possess basic computer skills.
- ❑ Mechanical Skills in relationship to a Water Treatment facility.
- ❑ A minimum of a valid Ohio Class I Water Supply Certificate is required or the ability to achieve such within a 24 month period.
- ❑ A valid driver's license.

Revised by: LFB 12/12/17