

Job Title: Plant Operator

Organization: Avon Lake Regional Water

Immediate Supervisor: Manager of facility to which assigned

Positions Supervised: N/A

FLSA Status: Non-Exempt

Bargaining Unit: Yes

Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under direct supervision from the Manager of the Treatment Plant to which he/she is assigned, the Plant Operator will be responsible for plant operations on alternating shifts. The Operator is responsible for selection and adjustments to plant operation during his/her shift to optimize plant operations. When on afternoon and night shift, he/she is in primary charge of plant operations; similarly for the day shift on weekends and/or holidays. This description shall apply to the Plant Operator assigned to the Water Filtration Plant as well as those assigned to the Water Resource Recovery Facility.

GENERAL QUALIFICATIONS:

1. High school graduate or equivalent.
2. Minimum one (1) year experience in appropriate Plant.
3. Class I Water or Waste Water Certification from the OEPA, as appropriate. The Class I will allow an operator to achieve the Wage Step 2 (based upon the January 2017 Step methodology). A Class II Certification will allow the Plant Operator to achieve Step 3. A Class III is needed to reach Steps 4 and 5.

SPECIFIC DUTIES

Under the supervision of the respective Plant Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Operate Plant and all equipment and processes.
2. Act in primary charge of Plant when working alone.
3. Keep records on bench sheets and electronically.
4. Complete requirements for the bound daily log book.
5. Dose chemicals as required by bench testing.
6. Perform operational testing to optimize treatment.
7. Perform laboratory tests.
8. May be assigned to work shifts to cover another operator's absence.
9. Perform all grounds keeping, housekeeping, and maintenance tasks, as required.
10. Make treatment adjustments as needed or directed.
11. Detect and solve problems at the Plant.
12. Monitor and respond to all collections and distribution system demands.
13. Calmly respond to emergency situations and handle them swiftly.

14. Deal with the Public in a positive manner, respond to complaints, and react to emergency situations.
15. If dual licensed, may be temporarily assigned to operate plant to which not normally assigned.
16. Perform additional functions/tasks as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

1. Must know principles involved in treatment of water or wastewater plant operations to optimize treatment and keep the public safe.
2. Ability to set pumping rates.
3. Understand principles of disinfection.
4. Ability to master any tasks performed that are unique to Avon Lake's Plants (e.g., filter washes, press operations).
5. Follow proper sampling procedures.
6. Basic maintenance skills.
7. Ability to solve advanced math problems for Plant operation demands.
8. Basic computer skills.
9. Ability to comprehend and follow complex laboratory procedures.
10. Ability to read and write.
11. Skill to run basic machinery.
12. Ability to work safely and efficiently.
13. Keep accurate records, including Chain of Custody forms.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Normal physical activity required in hands-on operation of a multi-building Plant.
2. Public safety is a priority; react accordingly.
3. Work outside in all-weather environments.
4. Capable of properly lifting 50 pounds.
5. Alert to ever-changing conditions and problems.
6. Work independently and/or in a team environment.
7. Work accurately and calmly under pressure.
8. Communicate effectively, both orally and in writing.
9. Work accurately with numbers.
10. Follow oral and written instructions, procedures and supervisory direction.
11. Must work overtime as needed.