

JOB POSTING
CITY OF GREENFIELD WATER DEPARTMENT

POSITION: Water Plant Operator
DEPARTMENT/DIVISION: Water / Filtration
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-TH;
JOB CATEGORY: LTC (Labor, Trades and Crafts)
IMMEDIATE SUPERVISOR: Lead Water Plant Operator

DATE WRITTEN: June 2015
DATE REVISED: February 2019

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

DEFINITION:

Under broad guidance a Water Plant Operator's primary job duty is to operate and control, as assigned, Water Filtration plants and Water Production Wells during work shift. The Plant Operator will be required to perform various maintenance assignments as scheduled. The successful candidate will perform their assigned work in a manner that is compliant with all City, State and Federal water quality standards.

WORK SCHEDULE:

Regularly Monday through Thursday 8:00 a.m. to 4:00 p.m. 28 hours per week.

ESSENTIAL DUTIES:

- Responsible for the operation of the water filtration plant(s) as assigned during work shifts.
- Performs algebraic computations and records data on the daily operations sheets.
- Maintains wells, service pumps, and towers, including inspecting for leaks, vandalism, and other problems.
- Performs routine maintenance on water department equipment, including taking readings of generator motor, inspecting oil and fuel levels, greasing motors and pumps, and recording data.
- Maintains department grounds, including mowing grass, shoveling snow, raking leaves, and performing minor maintenance duties.
- Collect and sends weather information to National Weather Service.
- Assist with system emergencies as necessary.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS:

- **Education:** High school diploma or equivalent.
- **Experience:** None.
- Valid Indiana Driver's license

PREFERRED SKILLS/QUALIFICATIONS:

- Must be able to follow technical instructions, procedures, and schedules.
- Must be able to read and write plainly.
- Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages, and ratios using common electronic devices,
- Ability to hear and learn to identify mechanical sounds

PHYSICAL EFFORT:

- Must be able to identify colors used in the operation of a water treatment plant
- Must have ability to walk, climb, stand, or bend over for 50% of time
- Must have the ability to lift/carry 50 pounds
- Must be able to push/pull objects
- Must be able to reach, bend, crawl, crouch/kneel, handle/grasp/manipulate objects.
- Must be able to work with oxidizers and other chemicals.
- Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

WORKING CONDITIONS:

- Employee may be required to work both inside and outside throughout their day. He/she may be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour; Indoors work environment may involve working in tight spaces, exposure to noise, grease, dirt, dust, vehicle fumes, and chemicals
- Safety precautions, to include wearing hard hats, and safety vest; eye, ear, and respiratory protection, and safety footwear as approved, must be followed at all times to avoid injury to self and others.

PERSONAL WORK RELATIONSHIPS:

- Incumbent will maintain frequent contact with co-workers, other City departments and the public for the purpose of exchanging and explaining information.
- Incumbent is to maintain a clean and professional appearance in accordance with all city and departmental standards.