

Position Title: Class I Water Treatment Plant Operator

Department: Public Works & Utilities

Position Reports to: Superintendent of Water Purification and Distribution

Immediate Subordinates: None

#### Position Function

This position is responsible for the safe, efficient, and compliant operation and maintenance of the Village of Swanton's Water Treatment Plant

#### Job Responsibilities

Understand plant startup and shutdown procedures

Collects and tests water samples

Performs laboratory analyses to determine water quality

Inspects the water plant and its equipment, and makes necessary adjustments

Ensures proper levels of clearwell and water towers

Records chemical feed amounts, meter readings, plant flow

Maintains records

Cleans and paints the plant

Trains new employees

Performs preventive maintenance of equipment and facility -- both electrical and mechanical

Conducts tours of the water plant

Performs other related duties as assigned

#### Physical Requirements

Job requires incumbent to stand, walk, talk, hear, use hands to finger/handle/feel, reach with hands/arms, focus clearly at 20" or less, and detect color changes.

Operators must be able to climb and lift 20-50 pounds.

#### Required Skill Set

##### *Occupational/Technical Skills*

Knowledge of laboratory instruments and analyses and interpretation of lab tests Knowledge of sample collecting procedures

Knowledge of basic electrical wiring, and carpentry practices

Knowledge of regulatory rules for water treatment, and water treatment operations  
Ability to operate welding and cutting torches, farm tractors and agricultural pumps  
Ability to use selected job-specific hardware and software  
**Must maintain a valid Ohio Driver's License and have the ability to drive**

#### *Administrative Skills*

Ability to analyze and resolve situations and problems  
Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to anticipate problems and develop alternative strategies for goal completion  
Ability to adequately allocate resources to meet objectives  
Ability to keep clear and accurate records and reports

#### *Cognitive Skills*

Ability to interpret a variety of technical information with abstract and/or concrete variables  
Ability to identify problems, recognizing symptoms, causes and alternative solutions  
Ability to make timely, sound decisions  
Ability to draw accurate conclusions from numerical materials  
Ability to develop original, unusual, successful approaches  
Ability to interpret a variety of instructions in written, oral, diagram or schedule form  
Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals  
Ability to perform standard business arithmetic, including percentages and decimals  
Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

#### *Communications Skills*

Ability to let people know of decisions, changes, and other relevant information in a timely fashion  
Ability to speak effectively one-to-one  
Ability to speak effectively before groups and to respond to questions  
Ability to demonstrate attention to and convey understanding of the comments or questions of others  
Ability to use appropriate style, format, and tone in informal and formal business communications

*Interpersonal Skills*

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to instruct and train

Experience and/or Educational Requirements

High school diploma or equivalent; an Ohio Class I Water Treatment certification preferred or must be able to obtain in 15 months; Chemical Analysis Certification; one to three years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: \_\_\_\_\_

By: \_\_\_\_\_

Rosanna V. Hoelzle

*Village Administrator*

Date: \_\_\_\_\_

Date: \_\_\_\_\_