



INTEROFFICE MEMORANDUM

PLEASE POST
ALL 10/9/20

TO: All Department/Division Heads
FROM: Human Resources
DATE: October 8, 2020
SUBJECT: **JOB OPPORTUNITY: Department of Utilities
Water Treatment Plant Division**

CLASS TITLE: WATER TREATMENT PLANT CHIEF OPERATOR

GRADE 15

HOURLY ENTRANCE RATES

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
\$25.0743	\$26.3280	\$27.6449	\$29.0264	\$30.4779	\$32.0023

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. Work involves responsibility for the continuous operation and maintenance of the City's Water Treatment Plant. Valid Ohio Drivers' License required. Valid Class III Water Supply Professional Operator License as issued by the State of Ohio Environmental Protection Agency at the time of appointment. Must obtain and maintain Operational Laboratory certification as issued by the State of Ohio Environmental Protection Agency within Six (6) months of appointment. Candidate shall have seven (7) years from date of appointment to obtain a Class IV Operator Water Supply License as issued by the State of Ohio Environmental Protection Agency. Open to all.

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601. Submit resume/application no later than 4:30pm on October 29, 2020.

The City of Painesville is a drug & alcohol free employer.

BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL OR VIA THE CITY'S WEBSITE www.painesville.com. A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.



POSITION DESCRIPTION

An Equal Opportunity Employer

Position Title: Water Treatment Chief Operator	3217
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Department:	Date: 10/6/2020
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Pay Class: 15	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: This is responsible supervisory work in the operations and maintenance of the Water Treatment Plant.

Work involves responsibility for the continuous operation and maintenance of the City's Water Treatment Plant. Supervision is exercised over the Water Operations/Maintenance Technicians at the water treatment plant ("operators"). The Chief Operator, through conferences and analysis of operating records and reports, reviews the operators work. Work is performed with considerable independence within the framework of departmental policies and governing laws, ordinances, and regulations. The Chief Operator must fill in for plant operators, laboratory technicians and maintenance personnel on a regular basis. The individual must be willing to work agreeably with city goals and objectives.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Fill in as the Water Treatment Supervisor when the Supervisor is absent due to vacation, sick leave or attending conferences.
- Serves as Operator of Record, as assigned.
- The Chief Operator will learn all of the facets of the Water Division and assist in the supervision of the water treatment plant operators.
- Assign, schedule, supervise treatment plant operators according to guidelines established by supervisor.
- Oversees maintenance personnel to ensure proper upkeep of the plant.
- Updates the Water Treatment Supervisor on treatment methods and/or variations and recommends chemical purchasing as needed.
- Calibrates Differential Pressure cells for accurate meaningful readings off flow meters.
- Communicates any unsafe condition or accidents/injuries in a timely manner to the supervisor in order to facilitate correction or reporting.
- Inspect and review operating logs and records and determine what changes may be necessary in operating routines for various shifts. Assist in the compilation of required records and reports.
- Must demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide seamless customer service.

- Must provide information as requested by supervisor for monthly operational reports.
- Perform duties as a water treatment plant operator.
- Works under the general supervision of the superintendent and carries out City policies.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: Graduation from high school

Experience: Minimum five (5) years' experience in water treatment operations at a surface water treatment plant and distribution system, or a BS degree in chemistry, Civil, Mechanical, Electrical or Environmental Engineering and three (3) years actual operating experience.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance.)*

Knowledge of:

- The principles, practices and methods related to the treatment of water.
- The functions of mechanical equipment related to water treatment facilities-
- Basic knowledge of water distribution system.
- Water disinfection procedures.
- Preventive maintenance measures of a treatment plant, tank turnover procedures and corrosion control measures.
- EPA regulations regarding the treatment of water.
- Basic knowledge in the use of a computer and Supervisory Control and Data Acquisitions (SCADA) systems.
- Laboratory techniques, including standard quality and process control tests.

Skill and Ability to:

- Prepare and maintain accurate/meaningful, concise records.
- Plan, assign, schedule and supervise the work of subordinates.
- Establish and maintain effective working relationships with others.
- Be willing to cross train and fill in for other similar positions as the City deems necessary for operation of City departments. Must be willing to work at the discretion of the City Manager or Water Superintendent, in emergency situations.

License or Certification Required: Valid Ohio Driver's License; Must obtain and maintain valid Commercial Driver's License with Tanker Endorsement required within one (1) year of appointment.

Valid Class III Water Supply Professional Operator License as issued by the State of Ohio Environmental Protection Agency at the time of appointment.

Must obtain and maintain Operational Laboratory certification as issued by the State of Ohio Environmental Protection Agency within Six (6) months of appointment.

Candidate shall have seven (7) years from date of appointment to obtain a Class IV Operator Water Supply License as issued by the State of Ohio Environmental Protection Agency.

Scheduling Demands and Constraints: Nights and weekends possible as needed for staffing.