

Water Plant Operator, City of Ravenna

2nd Shift (1pm to 11pm)

Posting Date: 03/07/2017

The City of Ravenna has an opening at its 6 MGD Surface Water Treatment Plant and is looking to hire an operator with a Class I Water certificate or higher. (Operators in training may be considered)

This position is responsible for controlling and maintaining all the processes of the Water Treatment Facility to ensure that the facility meets all OEPA water quality standards, as well as standards and policies set forth by the City of Ravenna.

Applicants to be considered for this position must meet the following requirements ...

- Must have a high school diploma or GED.
- Must have knowledge of the water treatment process, or the ability to obtain knowledge.
- Must have or be able to obtain knowledge of laboratory instruments and analysis and be able to interpret the results of the lab tests.

An application can be obtained in person at City Hall, 210 Park Way Ravenna, Ohio 44266 or by downloading one from the Employment area of the City's web site located at <http://www.ci.ravenna.oh.us>

To apply, please submit your resume, cover letter, and application that detail your credentials, experience and references to:

By Mail:

City of Ravenna
c/o Kay Dubinsky
210 Park Way
Ravenna, OH 44266

By E-Mail:

tim.stephens@ci.ravenna.oh.us

Pay range for this position is \$17.46 to \$25.65 hourly depending on current or obtained licensure.

The City of Ravenna is an equal opportunity employer.

Water Plant Operator
2nd Shift (1pm to 11pm)
Posting Date: 03/07/2017

Department: Water Treatment Plant

Division: Service

Supervision Received: Reports to Water Plant Superintendent.

Position Classifications:

- **General Status:** Position is a **FULL-TIME** position.
- **Union Status:** Position is **COVERED** under a Collective Bargaining Agreement.
- **FLSA Status:** Position is **NON-EXEMPT** under FLSA.

General Statement of Duties:

Under general direction of the Water Plant Superintendent, monitors the plant operations, ensures that there is an adequate supply of safe potable water at all times. Performs maintenance on plant grounds and structures as directed.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

1. Monitors and maintains required water flow rates and levels.
2. Monitors and maintains required water pressures within distribution systems.
3. Monitors and records the output readings and/or performance of all equipment in the water plant stations.
4. Measures and distributes required chemical dosages, places chemical orders.
5. Backwashes rapid sand filters at required intervals.
6. Operates, maintains, and repairs malfunctions at the water treatment plant.
7. Monitors system equipment performances.
8. Maintains daily operational data sheets.
9. Performs various required water quality analysis.
10. Performs various maintenance of the facility and plant equipment as assigned.
11. Performs periodic structure cleanouts and inspections.
12. Maintains a neat and clean work environment.
13. Periodic overtime work.

14. Operation of sludge dewatering equipment.
15. Provides training assistance for new operators.
16. Periodically conducts guided plant tours.
17. Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
18. Collects samples and identifies concentrations of chemical and/or physical characteristics of water required in accordance with local, state and federal clean water requirements.
19. Gathers and tests water samples for plant efficiency reports as required.
20. Monitors water quality and turbidity, and checks chlorine and fluoride levels.
21. Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
22. Assures that plant operates within required standards.
23. Regular, reliable, predictable, and punctual attendance is an essential function of the position.
24. Compliance with all City of Ravenna city-wide and departmental policies, work rules and procedures.
25. Performs all other related duties as required by Plant Superintendent.

Required Knowledge, Skills, Abilities, and Qualifications:

1. Possession of a high school diploma or equivalent.
2. Preferred one (1) year in water treatment plant operations.
3. Possession of a valid Ohio Driver's License.
4. Preferred a minimum of an Ohio class 1 water operator's license.
5. Knowledge of mechanical equipment relative to water treatment and of their techniques for general servicing and maintenance.
6. Knowledge of established plant policies and procedures, water treatment operations, water quality standards and regulatory requirements.
7. Knowledge of the hazards involved in plant operations and of the safety precautions to be taken.
8. Ability to perform process control calculations.
9. Ability to inspect machinery and mechanical equipment in operations to detect defects and to make minor repairs.
10. Ability to analyze and evaluate plant performance, collect and record operational data, perform calculations to determine flow rates, chemical feed adjustments.
11. Ability to understand and carry out written and oral instructions.
12. Ability to present ideas and communicate effectively verbally and in writing.
13. Ability to analyze records and prepare reports.
14. Ability to interact tactfully and effectively and maintain harmonious relationships in the department.
15. Ability to work along or with other plant personnel.
16. Ability to establish and maintain effective working relationships with employees, other departments and the public.

17. Ability to interact tactfully and effectively with public officials and the general public.
18. Willingness to assume responsibility for work performed and decisions made.
19. Ability to work steadily and quickly.
20. Ability to work safely.
21. Skill in recording information accurately.
22. Skill in accurately communicating information related to operations of equipment.
23. Ability to follow instructions, both oral and written.
24. Skill in remaining alert to any malfunctions of the plant systems.
25. Skill in basic computer functions and Microsoft Office products.
26. Knowledge in water plant SCADA systems.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
3. Must be able to wear respirator and other protective clothing and equipment.
4. Must be able to climb ladders.
5. Must be able to enter confined spaces.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Majority of work is indoors, but subject to inclement weather while performing plant rounds to plant processes outside main building. Also subject to inclement weather or job hazards while performing plant cleaning and equipment maintenance or replacement. The noise level in the work environment is usually moderate to loud.

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