

**PORTAGE COUNTY  
Water Resources**

**TITLE:** Water Treatment Plant Operator

**JOB OBJECTIVES:** Incumbent is responsible for operating, maintaining, and monitoring water plants, booster stations, and all associated equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Operate all treatment plant equipment and performing plant operations such as process control, chemical dosing, maintaining, and control levels.
- Read meters and charts and prepares daily log.
- Act as troubleshooter in making conclusions to treatment control.
- Maintain equipment and perform preventative and service maintenance at water plants and booster stations.
- Collect water samples from various facilities as required.
- Perform maintenance and repair facilities and grounds.
- Assist in the performance of water line maintenance.
- Respond to and resolve customer inquiries and complaints.
- Provide guidance to coworkers as necessary.
- Operate and maintain water filters and softeners.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs related Essential and Non-Essential functions as needed.

**I. JOB REQUIREMENTS**

**Equipment:** Ability to use the following equipment: automobile, various hand and power tools, and water testing equipment.

**Critical Skills/Expertise:**

- Knowledge of safety practices and Ohio and Federal environmental laws and regulations.
- Knowledge of County and departmental policies and procedures.
- Knowledge of water treatment and plant operations.
- Ability to read and understand technical manuals and maintain equipment.
- Knowledge of chemical testing procedures.
- Ability to cooperate with co-workers on group projects.
- Ability to effectively deal with the public.
- Ability to work weekends.

**Job Standards:** High School education or G.E.D. is required. Must have one of the following: Ohio EPA Water License, O.I.T, I, II, or III. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

**II. DIFFICULTY OF WORK**

Work involves moderately complex, relatively standardized tasks, processes, and operations following established laws and procedures.

**III. RESPONSIBILITY**

Supervisor provides general direction in following established practices and policies. Errors are readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct.

**IV. PERSONAL WORK RELATIONSHIPS**

Incumbent has contact with co-workers and the general public.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical**

**Requirements:** Incumbent's work is identified as heavy work, requiring the lifting of up to one hundred - (100) pounds occasionally. Must be able to drive an automobile and operate a tow-motor.

**Physical Activity:** Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

**Visual Activity:** Incumbent performs work where the seeing job is at or within arm's reach.

**Unusual Demands:** Employees are subject to call back in emergencies and serve in on-call duty on a rotational basis. Employees are required to handle a variety of chemicals on a daily basis.

**Job Location:** Incumbent works inside and outside with exposure to temperatures that range from below 32 degrees to above 100 degrees for periods of more than one hour. Incumbent is occasionally exposed to hazards and atmospheric conditions. Incumbent may be required to use a respirator and air monitoring equipment.