

VILLAGE OF ARCHBOLD

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Distribution Technician/ Water Plant Operator
Dept.: Water	Employment Status: Full-Time
Reports to: Maint. Chief/Oper. / Dist. Chief/Oper.	FLSA Status/Pay: Non-exempt
Normal Hours: 7:00 a.m. – 3:30 p.m. or Varies	EEO Status: 07 – Skilled Craft Worker

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan; must possess a Class B CDL issued by the State of Ohio; must possess or obtain within 6 years of employment a Class II Distribution License from the Ohio Environmental Protection Agency (OEPA); must possess within five (5) years of employment a Class III Water Operator's License from the OEPA; must possess a Operational Wet Chemistry Certificate; must possess a Backflow Prevention Certificate.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, lab equipment, pump, motor, backhoe, mower, hand/power tools, calculator, computer, computer software (e.g., Microsoft Office, SCADA, Abraxis), mobile phone, fax machine, copier, scanner, telephone, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in the vicinity of dockboards; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., air compressor, saw, generator, jackhammer); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines (e.g., saws, grinder, pump, mixer, backhoe, tap machine); is exposed to injury as a result of falling from high places; has contact with potentially life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; works second or third shift; has exposure to shaking objects or surfaces; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

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POSITION DESCRIPTION

Employee Name:

Position Title: Distribution Technician/Water Plant Operator

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- % (1) Assists in the operation of a Class IV water plant per Ohio EPA guidelines including routine testing; inspects facility on scheduled basis to ensure proper operation of plant and to ensure desired water quality is maintained or achieved (e.g., takes and records readings; operates pumps, motors, metering, and chlorinating equipment; adjusts chemical feed flows to ensure adherence to prescribed formulas; conducts media filtering backwashing.
- % (2) Collects samples, observes meters, gauges, and dials, and records readings; conducts routine tests of water to analyze turbidity, pH, and chlorine; calibrates lab equipment on a daily, monthly, and quarterly basis; cleans and maintains glassware and other laboratory equipment; records results on laboratory chart; prepares and submits daily records of plant operation (e.g., water pumped, chemicals used, etc.); makes adjustments to plant operations as dictated by regulatory requirements.
- % (3) Assists with the operation and maintenance of the Class II water distribution system; performs maintenance and repairs to village's water distribution system (e.g., repairs or replaces broken waterlines, meters, hydrants, valves, etc.); checks for leaks; flushes hydrants; operates valves; responds to customer complaints both during and after regular working hours; locates water lines for customers and contractors; operates light and medium equipment.
- % (4) Takes samples, performs laboratory tests on water and wastewater, and monitors chemical feeds according to established schedules.
- % (5) Maintains records reflecting tests performed, adjustments made, readings, problems encountered, and other related data; operates computer to assemble and analyze data; prepares plant evaluations and other reports as required.
- (6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (7) Maintains required licensure or certification, if any.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.
- (2) Position required to work weekend rotation as assigned. Subject to being on call 24 hours, seven (7) days a week.

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POSITION DESCRIPTION

Employee Name:

Position Title: Distribution Technician/Water Plant Operator

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *Village/department goals and objectives; *Village/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; computer software; community resources and services; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; geographic layout of jurisdiction; water treatment plant operating procedures; water treatment regulations; mechanical maintenance; water distribution systems construction, maintenance, and repair; water distribution systems and components; water distribution principles and practices; mechanics principles.

Skill in: word processing; computer operation; use of modern office equipment; motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; mechanical maintenance.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted

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