

**City of West Carrollton, Ohio**  
**An Equal Opportunity Employer**

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**POSITION TITLE: PLANT OPERATOR LABORER**

**DEPARTMENT: SERVICE DEPARTMENT**

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**Employment Status: Full-time**

**FLSA Status: Non-Exempt**



**GENERAL NATURE OF WORK:** An employee in this class is responsible for the performance of various physical tasks in the Water Treatment Division and/or Wastewater Treatment Division within the Service Department. The Plant Operator Laborer, working alone or with a crew member, performs tasks outlined by the Water & Maintenance Supervisor and/or the Wastewater & Laboratory Supervisor or their assigns. The Plant Operator Laborer works with specialized equipment and is responsible for a wide range of general maintenance and repair activities associated with the water and/or sewer systems. Although regular assignments may be performed according to established routines and under general supervision only, other assignments may be performed under direct supervision or according to specific and detailed instructions.

**MAJOR JOB DUTIES AND RESPONSIBILITIES:**

1. Maintains records and makes reports concerning water and wastewater treatment operations.
2. Collects water or wastewater samples and adds chemicals to water or wastewater.
3. Assists in the daily operation of the wastewater treatment plant by cleaning bar rack, collectors, filters and other related activities.
4. Extract samples and perform routine laboratory tests.
5. Monitors gauges, meters, and control panels and records data on log sheets.
6. Operates, checks, and maintains equipment, instruments, and valves.
7. Operates all water and wastewater treatment plant equipment, starts and stops pumps, engines, and generators to control and adjust flow and treatment process.
8. Operates, checks, and assists in replacing electrical and mechanical equipment involved in water and wastewater treatment operations.
9. Assists in making repairs to blowers, sludge pumps, motors, grit collectors, scum collectors, chlorinators, filters and similar equipment.
10. Lubricates water and wastewater treatment plant machinery, changes oil and filters, and performs necessary preventative maintenance.
11. Checks, services, repairs, and operates wastewater lift stations, water wells, and water booster stations.
12. Performs general maintenance on automotive and other division equipment.
13. May operate an air compressor, jackhammer, and light equipment to perform general maintenance and repair activities.
14. May operate a pick-up truck, forklift, or other vehicles in the performance of the above duties.
15. Performs routine janitorial, plumbing, and grounds maintenance duties.
16. Performs other duties as required in assigned Division and/or other Divisions.

**SUPERVISORY RESPONSIBILITIES:**

This is an entry-level position and is not deemed a supervisory position.

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#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

1. General knowledge of the operations and maintenance of water treatment plants and wastewater treatment plants.
2. General knowledge of the operations and maintenance of job-related vehicles, machinery, tools, and equipment.
3. General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
4. General knowledge of basic biological and chemical processes involved in water and wastewater treatment.
5. General knowledge of basic mechanical, hydraulic, and electrical principles, and related tools and equipment, and knowledge of basic maintenance principles.
6. Basic skill in dealing firmly, tactfully, and courteously with the general public and city employees.
7. Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
8. Ability to perform manual labor for extended periods of time under any and all types of weather conditions.
9. Ability to understand and follow verbal and/or written instructions.
10. Ability to maintain records, prepare reports, and write and speak clearly.
11. Ability to work under the direction of the Water & Maintenance Supervisor and/or the Wastewater & Laboratory Supervisor and/or their assigns.
12. Ability to obtain an Ohio EPA Water Distribution System Operator Certificate, Class I
13. Ability to obtain an Ohio EPA Wastewater Collection System Operator Certificate, Class II.

#### **DESIRABLE TRAINING AND EXPERIENCE:**

1. Graduation from a standard high school or equivalent, supplemented by some experience in routine maintenance activities; or any combination of training and experience that provides the desired knowledge, skills, and abilities.

#### **NECESSARY SPECIAL REQUIREMENTS:**

1. Valid State of Ohio driver's license.
2. Knowledge of state and local motor vehicle laws.
3. Possession of, or ability to obtain a valid State of Ohio EPA Chemical Certification for Chlorine and pH within six (6) months of employment.
4. Must be in good physical condition, i.e. ability to meet Essential Functions of Position and drug testing as required by the State of Ohio and/or the City of West Carrollton.
5. Ability to work other than normal working hours, including various shifts and holidays, weekends, and standby call-in assignments as necessary.
6. Ability to work in a Water Treatment Plant and Wastewater Treatment Plant on a rotating basis.

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#### **ESSENTIAL FUNCTIONS OF POSITION:**

The following list of Essential Functions for the above-named position includes activities that must be performed efficiently, effectively, and safely in the execution of daily required tasks.

1. Ability to perform the related job duties and responsibilities of the position of Plant Operator Laborer (maintenance of water and wastewater systems and related equipment)
2. Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles)
3. Ability to effectively manipulate hands, fingers, and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements)
4. Ability to visually define, recognize, evaluate, and differentiate objects (seeing written information, messages, signs, warnings, and safety hazards)
5. Ability to effectively read and comprehend written communication (read memos, technical manuals, instructions, labels)
6. Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and hilly terrain, on flat surfaces, tile, carpet)
7. Ability to exert enough force to elevate objects of varying weight and size (lifting equipment, tools, humans, protective equipment)
8. Ability to exert enough force to move stationary objects towards or away from their former position (pull carts, equipment, push carts, machinery)
9. Ability to apply enough physical effort to lift the body's center of gravity to a higher or lower position (climb ladders, stairs, ropes, walls, equipment, towers)

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*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 signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.*

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(Signature of Employee)

(Date)

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(Approving Authority)

(Date)