



City of Hamilton, Ohio  
**Utility Plant Relief Operator**

<b>SALARY</b>	\$20.09 - \$31.63 Hourly \$3,482.27 - \$5,482.53 Monthly \$41,787.20 - \$65,790.40 Annually	<b>LOCATION</b>	Fairfield, OH
<b>JOB TYPE</b>	Permanent Full Time	<b>JOB NUMBER</b>	00561-02
<b>DEPARTMENT</b>	Utility Operations	<b>DIVISION</b>	Water Production
<b>OPENING DATE</b>	10/27/2023	<b>CLOSING DATE</b>	2/1/2024 11:59 PM Eastern

## General Description

This position is utilized to fill normal and short notice vacancies in all Operational classes within the Water Production Division. The Relief Operator, when not covering a vacancy will work with Maintenance or the Administrative Group, as determined by Division Management. Typical work includes control of plant machines and equipment to treat and clarify water for human consumption and for industrial use by performing the following duties:

This is technical work in the operation and maintenance of the water production plants and facilities. Work in this class involves responsibility for the proper operation and maintenance of water production plants and facilities on relief/shift work coverage. Employees must be able to supervise the operation of a modern solids contact lime softening facility, a conventional lime softening facility, wells, storage vessels and booster stations, within the Division.

The primary responsibility of the work is keeping mechanical equipment in proper operating condition, maintaining pumping pressures, water flows, and maintaining levels in reservoirs, elevated tanks, plant storage, and process equipment. Employees work under the general direction of the Superintendent and the Assistant Superintendent, checking with them on unusual problems, keeping operational and other records and taking readings. Work is characterized by employment on rotating and/or relief shifts.

**THE BASE SALARY FOR THIS POSITION IS CONTIGENT UPON THE OPERATING LICENSE YOU POSSESS AT THE TIME OF APPOINTMENT.**

**Class - Operator License I, II, III**

**I- \$59,134- \$65,333.00**

**II- \$61,526- \$69,410.00**

**III- \$65,915- \$73,362.00**

## Essential Job Functions

- Maintain, repairs, and adjusts water pumps, chemical feed machines, and other water plant equipment.

- Check the operation of mechanical equipment, to detect flaws and defects, and to effect prompt and appropriate remedial measures.
- Take accurate readings, keep routine records, and to make a variety of reports.
- Plan, schedules, and supervises the work of others in a manner conducive to full performance and high moral.
- Lift chemical bags weighing approximately 60 pounds repeatedly on a daily basis.
- Use a personal computer, with standard or customized software, to make reports, monitor, control, and balance plant and remote facilities within the system.
- Obtain the necessary knowledge in the overtime/call-in procedures in order to make such overtime/call-ins as needed.
- Operates chemical feed equipment, mixers and scraper drives, centrifugal pumps, control panels, chlorine dioxide generators, dry and liquid chemical feeders, filters, and other plant equipment and apparatus.
- Maintains assigned housekeeping areas in accordance with establish cleaning assignment policies.
- Observes the condition of the water entering plant, monitoring, and adding such chemicals as chlorine, sodium chlorite, fluoride, lime, carbon dioxide, and others as necessary.
- Collects and analyzes various water samples for quality assurance and control. Tests water samples to determine acidity, color, and impurities. Records data such as residual content of chemicals, water turbidity, and water pressure.
- Monitors the operation of deep wells furnishing the raw water supply. Uses judgment in determining the number of wells needed to furnish the proper amount of raw water during periods of high and low demand.
- Regulates operation of deep well pumps and high service pumps in the interest of maintaining the most efficient plant operation. Operates the raw water and finished water pumps, balancing them to maintain a safe margin in the settling basins, clear wells, reservoirs, and elevated tanks. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant.
- Operates filters to produce clear, aesthetically pleasing potable water. Periodic backwash of filters using backwash pumps and related equipment and washes down filter walls. Monitors level of reclaim basin and operate pump(s) to reclaim settled wash water.
- Dumps specified amounts of chemicals such as chlorine, and lime into water or adjust automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Ability to lift chemical bags weighing approximately 60 pounds repeatedly on a daily basis.
- Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turn valves to regulate water through filter beds to remove impurities. Pumps finished potable water into water transmission mains.
- Monitors panelboard and adjusts controls to regulate flow rates, loss of head pressure and water elevation, and distribution of water.
- Repairs and lubricates machines and equipment, as required.
- Adds chemicals, such as needed, into tanks to coagulate impurities and to reduce acidity.
- Conducts daily detailed inspections of the mechanical and operating condition of a wide variety of machinery and apparatus. Participates in the general mechanical maintenance of the plant as operating requirements permit.
- Monitors and records as necessary the operation of the electrical transformer room and related equipment (switchgears and panel boards). Keeps a detailed log of the various plant operations, system levels and activities.
- Changes out chlorine tanks, transfers dry and liquid chemicals to fill day bins and tanks, and fills fluoride bins on an as needed basis.
- Monitors and supervises the delivery and storage of chemicals related to treatment processes. Collects and prepares samples of lime.
- Works on various Maintenance assignments, under the supervision of the Maintenance Crew Leader, when operational shift coverage is not needed.
- Performs routine inspection and maintenance of all remote site facilities.
- Must be able to take on and complete multiple projects and/or tasks; is capable of handling heavy workload with multiple deadlines.
- Must be able to consistently solve complex job related problems; use excellent judgment in determining correct decisions and actions.
- Consistently resourceful in organizing notes, papers and tools for projects or tasks.
- Consistently write clearly on complex job related matters; work rarely requires editing.
- Consistently presents complex job related matters clearly and logically; understands the audience being addressed; works consistently to keep communication lines open.
- Must exhibit courtesy and composure; maintains self-discipline in very difficult and unfamiliar situations.
- Must be consistently cooperative, a team player, dedicated to the Team Hamilton philosophy.
- Must adapt quickly to changes in the most difficult situations; is unimpeded by extreme demands and pressure.

- Consistently applies initiative and ingenuity to assigned tasks; requires little to no supervision; ownership of all assignments.
- Must possess the ability to complete work assignments without supervision; be dependable and not schedule off or miss work when critical projects are assigned.
- Must possess good knowledge of safe work practices; watch out for self and others.
- Performs all related work as required.

## Skills/Knowledges/Abilities

- Considerable knowledge of the principles, practices, and methods used in water treatment and pumping operations.
- Considerable knowledge of the operation of the mechanical and electrical equipment used in a water filtration and pumping plant.
- Considerable knowledge of the occupational hazards connected with the work and of appropriate safety precautions and equipment.
- Considerable knowledge of the proper methods of lubricating and maintaining plant equipment. Skills in the use of hand, bench, and power tools appropriate to the work assigned.
- Knowledge of water chemistry and measuring equipment used to monitor it. Ability to calibrate measuring equipment and interpret the information to effect proper changes to produce a high quality water.
- Must comply with all City of Hamilton Administrative rules and requirements, such as residency requirements as deemed by the City Manager, City Council, and/or City Charter.
- Must be able to pass a color acuity test needed for sample analysis and color recognition.
- Must possess the ability to perform necessary formulas and equations as required for work related reports, work logs, and sample analysis.
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- Considerable experience in the operation and maintenance of electrically driven pumping equipment.

## Training/Education/Qualifications

### MINIMUM QUALIFICATIONS

- At least consecutive 12 month's work experience in a water production facility.
- Possession of a Class I Water Supply Operator Certificate as issued by the State of Ohio EPA.
- Possession of a High School Diploma or G.E.D. equivalent will be verified for finalist(s).

### PREFERRED QUALIFICATIONS

- Possession of a Class II or III Water Supply Plant Operator Certificate as issued by the State of Ohio EPA.

### **Agency**

City of Hamilton, Ohio

### **Address**

Human Resources Department  
345 High Street - 3rd Floor  
Hamilton, Ohio, 45011

### **Website**

<http://www.hamilton-city.org>

## Utility Plant Relief Operator Supplemental Questionnaire

### \*QUESTION 1

**Do you understand that this an internal posting and is ONLY FOR CURRENT CITY EMPLOYEES WHO ARE IUOE MEMBERS? You will not be eligible for consideration if this does not apply to you.**

- Yes  
 No

**\*QUESTION 2**

**Are you a current City of Hamilton employee?**

- Yes  
 No

**\*QUESTION 3**

**Are you a member of IUOE, Local 20?**

- Yes  
 No

**\*QUESTION 4**

**Do you possess a valid Driver's License?**

- Yes  
 No

**\*QUESTION 5**

**Do you possess a Valid Class I OEPA Water Supply Operator License - Class I or better? (If you select yes, please attach or you will be considered as not having the certificate and answered "no")**

- Yes  
 No

**\*QUESTION 6**

**(Provide examples which show that you meet the requirement - 1 to 3 sentences. If you enter N/A, it means you have no skills in that subject and your application will be rejected.) Knowledge of water chemistry and measuring equipment used to monitor it; ability to calibrate measuring equipment and interpret the information to effect proper changes to produce high quality water.**

**\*QUESTION 7**

**(Provide examples which show that you meet the requirement - 1 to 3 sentences. If you enter N/A, it means you have no skills in that subject and your application will be rejected.) Knowledge of the various hydraulic and mechanical principles pertinent to water treatment.**

**\*QUESTION 8**

**(Provide examples which show that you meet the requirement - 1 to 3 sentences. If you enter N/A, it means you have no skills in that subject and your application will be rejected.) Knowledge of the occupational hazards and safety precautions involved in water treatment.**

**\*QUESTION 9**

**(Provide examples which show that you meet the requirement - 1 to 3 sentences. If you enter N/A, it means you have no skills in that subject and your application will be rejected.) Ability to keep records of plant operations.**

**\*QUESTION 10**

(Provide examples which show that you meet the requirement - 1 to 3 sentences. If you enter N/A, it means you have no skills in that subject and your application will be rejected.) Ability to lift chemical bags weighing at least 60 pounds repeatedly on a daily basis.

**\*QUESTION 11**

Did you include your CORRECT email address in your application? Please recheck. Our communication to you will be via email and it's imperative that we have a valid email address.

Yes

No

**\*QUESTION 12**

Do you understand that you will receive email notifications during this recruitment process and will need to continually check your email and respond timely?

Yes

No

\* Required Question