



# City of North Canton Water Treatment Plant

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## JOB DESCRIPTION

**Position Title:** Class III Operator                      **Status:** Full-Time

**Reports To:** Superintendent and Operations Manager of Water Treatment Plant

**Classification:** Unclassified (not subject to Civil Service)

**Collective Bargaining Unit:** Utility Workers Union of America, Local 605

### **Definition/Purpose:**

The purpose of this position is to serve the public by performing a higher level of skilled work necessary to ensure the effective operation of the City of North Canton's Water Treatment Plant.

### **Required Characteristic Work (a representative but not exhaustive list):**

1. Promote and maintain a safe work environment and follow safe work habits to ensure the safety of the city employee, his/her co-workers, and the public.
2. Operate Plant and all related equipment, take reading of pumps, meters, recorders, level indicators, etc.
3. Perform all water treatment tasks in a timely manner to ensure continuity of process operations.
4. Gather samples for the water laboratory and external laboratories and perform daily analyses in accordance with certification.
5. Gather daily reading and figures and enter data on monthly EPA and plant operation reports.
6. Ability to operate, maintain, repair, and replace all plant equipment, including mechanical and hydraulic repairs. Adjusts and regulates plant equipment as required.
7. Operate, maintain, and repair reservoirs and related equipment.
8. Ability to communicate with the public, striving to remedy problems/complaints; conduct plant tours.
9. Comply with all environmental health and safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards

## **JOB DESCRIPTION (continued)**

**Position Title:**

Class III Operator – Water Treatment Plant

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to themselves, fellow employees, municipal property, and the public. Reports unsafe conditions.

10. Participate in and complete all required training programs.
11. Ability to work an irregular schedule and under adverse conditions.
12. Ability to lift and carry heavy loads.
13. Ability to use hand tools.

**Qualifications:**

- Education beyond high school with vocational or trade school training helpful.
- Must have at least three years of experience in the operation of a Water Treatment Plant and its equipment.

**Licensure or Certifications:** Maintain a Class III Operator's license and any further required continuing education hours to fulfill requirements of the Ohio EPA.

**Required Employee Attributes and Qualifications:**

1. Ability to accurately read gauges and meters.
2. Ability to prepare and maintain accurate paperwork and electronic records, including but not limited to records, logs, orders, surveys, and routine reports.
3. Ability to perform accurate mathematical calculations related to this field.
4. Ability to perform standardized water treatment processes including monitoring, compliance sampling, and testing.
5. Advanced knowledge of methods and precautions in storing and handling of chlorine and other industrial chemicals.
6. Must be able to function with coworkers as a team.
7. Must possess communication skills, organizational and planning skills, knowledge of water treatment processes and operations, and mechanical abilities.
8. Must have advanced knowledge of water treatment equipment and record keeping.

## **JOB DESCRIPTION (continued)**

### **Position Title:**

Class III Operator – Water Treatment Plant

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9. Must have mechanical and hydraulic skills for making repairs to process equipment, piping, motors, etc.
10. Must have advanced knowledge of the techniques, equipment and materials used in the mechanical maintenance and repair of related equipment and systems.
11. Must possess basic computer skills: Microsoft Word, Excel, and Outlook.
12. SCADA experience is required.

### **Reporting Relationships:**

A city employee serving in this position will regularly be called upon to lead a group of less senior city employees and may also be called upon to stand in for supervisors during emergency situations.

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*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Management reserves the right to modify, add or remove duties and assign other duties as necessary that are a logical assignment to the position. The City of North Canton is an equal-opportunity employer.*