

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 6/10/2024

**Response Deadline:** until filled

<b>Agency:</b> Water and Sewer Department	<b>Job Title:</b> Water Supply Operator I
<b>Classified:</b> <input checked="" type="checkbox"/> <b>Unclassified:</b> <input type="checkbox"/>	<b>Bargaining Unit:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> A-26 \$27.13 - \$35.48
<b>Work Location:</b> LeSourdsville Facility	<b>Hours of Work:</b> T-F, 6:00 a.m. - 4:30 p.m.

**ESSENTIAL FUNCTIONS:**

- 1) **System operation, 50% of the time:** Utilize on-site instruments or telemetry to determine which valves are to be opened, closed, or throttled; monitor and adjust sodium carbonate and disinfectant feed to maintain optimum water stability and quality throughout the system; analyze water quality for various parameters and conduct system sampling and monitoring for contaminants; conduct system security checks; determine direction of flow from system to system; operate water pumping stations and towers; determine need for corrective maintenance; assure all work is done in a safe manner; coordinate fire hydrant flushing and maintenance with local fire departments; and complete job in accordance with section and BCWS procedures, EPA requirements, and other applicable mandates.
- 2) **Preventive maintenance and repair, 25% of the time:** Inspect water mains, valves, hydrants, and all associated equipment; clean pump stations and water towers; assist with installation of taps into the system; assist Water Line Maintenance Section personnel with water main shutdowns; repair system purity stations and injection systems; perform pump and motor testing and setting of system pressure regulating valves and pump station surge anticipator valves.
- 3) **Report generation, 10% of the time:** Generate reports for such things as system pressures, run times, tank trends, system failures, and fire hydrant flushing schedules; assist in the preparation of EPA monthly reports, daily and monthly operational data reports; document and file new line acceptance program data; and track 7i maintenance management work orders (preventive and corrective).
- 4) **Technical assistance, 10% of the time:** Attend operational assessment meetings, review project plans, and make comments; coordinate with the Inspection Section on new line acceptance projects; plan and coordinate scheduled shutdowns; generate purchase orders and work order requests; locate and mark water main and services; and work with internal and external customers regarding CIP projects, scheduled shutdowns, water main relocations, and water quality concerns/complaints.
- 5) **Other Duties as Required, 5% of the time:** Coordinate communication between BCWS sections (e.g., Lab, Engineering, SCADA, and Maintenance); inform internal/external customers of distribution system events; and perform other duties as required.

**REQUIRED QUALIFICATIONS:**

Possession of an OEPA Class I Operator - Water Supply is required. Must have a valid driver's license (CDL preferred) and a high school education or the equivalent thereof. Must be capable of working alone or with others in assigned duties with minimal supervision. Must be willing to accept on-call responsibilities.

Knowledge of: water distribution operations and maintenance procedures, methods, techniques and standards; equipment, tools and materials utilized in the maintenance function; safety practices and procedures; equipment operation and safety; SCADA and telemetry systems.

Skill in: the operation of unidirectional flushing equipment, field water quality analysis instruments, and laptop computer.

**Ability to:** define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; communicate effectively in written or oral form; establish friendly atmosphere as crew leader of work unit; read blueprints; follow oral and written instructions; develop and maintain working relationship with associates, superiors and general public; work independently of others; perform skilled and semi-skilled tasks; accurately read and record data; safely operate motor vehicles and equipment.

**Physical Requirements:** Must be able to attend work daily. Must be able to climb water towers and be able to work outdoors in all weather conditions. Must be able to enter confined space (e.g., reservoirs, PRV vaults, etc.) and work in awkward positions that require bending and twisting. Must be able to work with chemical metering pumps, process instrumentation, and water distribution chemicals.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume to:** [resumes@bcOhio.gov](mailto:resumes@bcOhio.gov) (indicate job title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**