

**PLEASE NOTE: THIS JOB POSTING DOES NOT CONSTITUTE A FULL JOB  
DESCRIPTION**

**\*\* JOB BID \*\***

**DATE:** January 31, 2023  
**POSITION:** OPERATOR - FILTER/PUMP  
**DEPARTMENT:** WATER PUMPING  
**POSTING DATES:** January 31 & February 1, 2, 3, & 6, 2023

**GENERAL STATEMENT OF DUTIES:**

Operates both the filter and pump sides of the plant. Makes hourly rounds and runs hourly chemical tests on the water. Adjusts chemical feeders, makes rate changes, washes filters, turns pumps on and off, fills chemical day tanks, unloads chemicals, fills sludge truck, etc., this is not an inclusive list. Any person hired into the Water Plant as an operator shall be required to pass the Ohio EPA Class I Water Supply Operator Test. The person hired shall have 24 months from the appointment date to obtain the certification/OIT. Failure to obtain the Class I certificate in 24 months shall result in that person's transfer to a different job and/ or department, at the City of Elyria's discretion.

**WHILE SERVING AS AN OPERATOR:**

1. Performs the necessary chemical testing on the raw (Lake Erie) water, plant tap, and various locations throughout the plant, and adjusts chemical feeds as required.
2. Observes other variations in operating conditions and makes adjustments to feeders, pumps etc. as needed.
3. Performs filter backwash procedures as outlined and records appropriate data.
4. Responsible for checking all pertinent equipment on a regular basis and makes minor repairs. Also responsible for reporting to the supervisor(s) all needed repairs, breakdowns, problems, etc.
5. Monitors various gauges, meters and control panels, throughout the plant, security system, and SCADA System
6. Operates valves either manually or by remote control.
7. Maintains shift logs and records hourly, daily and all readings as required, daily meter, gauge, and test readings as required.
8. Collects various water samples and performs the required analysis on the samples.
9. Maintains the proper chemical solutions for analysis and chemicals for treatment.
10. Uses a computer to control and monitor water treatment processes(SCADA)
11. Aids in keeping clear all snow from walkways needed to carry out the operator's duties in a safe manner.
12. Must be available for emergencies during off-duty hours
13. The operators are responsible for contacting appropriate personnel to fill in shifts
14. Maintains good housekeeping practices.
15. Performs chemical analysis on the Water.
16. Responsible for compliance with all established safety standards and regulations.
17. Assists with sludge processing, monitoring sludge pumps, sludge shack, head house, decant tanks, decanting, opening and closing valves, etc.
18. Monitors the Distribution system, towers and pump stations and makes rate changes as needed.

19. Makes **hourly** inspection rounds of the plant and records data as directed.
20. Performs any and all maintenance tasks as outlined and instructed by his designated supervisor(s) and/or Leadman, which may include tasks normally performed by laborers, service workers and or skilled maintenance.
21. Performs all other related tasks as directed by the supervisor.

#### **QUALIFICATIONS:**

1. Working knowledge of maintenance and repair of miscellaneous equipment.
2. Ability to establish and maintain an effective working relationship with all plant personnel and managers.
3. Skill in use of bench and hand tools, machines and equipment of the mechanical trades.
4. Possession of a High School degree or GED is required.
5. Must be at least twenty-one (21) years of age.
6. Must be in possession of, and continually maintain, a valid Ohio Driver's license.
7. Must have and continually maintain a working telephone (proof will be required and records must be kept up to date).
8. A Class I Water Supply License as issued by the Ohio EPA is **required**, or a minimum of an Operator in Training (OIT) Certificate is preferred. (Current employees who have held an Operator position prior to August 1, 2011 shall not be required to obtain certification to a Class I License. Please refer to Article 27.6 of the Agreement between AFSCME and the City of Elyria).
9. Must obtain the **mandatory** operational certification for chemical analysis of water from the Ohio EPA within 3 months.( needed to operate the plant)
10. Must have ability to understand and follow oral and written instructions.
11. Must be trustworthy and dependable.
12. Skill in operating the various pieces of departmental equipment and lab testing equipment.
13. Must demonstrate regular and predictable attendance.
14. Must be able to perform heavy manual labor, which includes lifting, reaching, stretching, and bending.

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

Knowledge of safety procedures associated with operations of a Water Plant. Must have ability to identify unsafe conditions of equipment and facilities and take the appropriate action. Must have the knowledge of, and ability to use tools, meters, and equipment common to the water treatment industry. Must have the ability to make independent decisions regarding operations of the Water Plant equipment and facilities. Ability and interest to expand knowledge, skills, and abilities in the maintenance and operation of the Water Plant.

#### **EQUIPMENT OPERATED:**

The following are examples only and are not intended to be all-inclusive:  
Plant vehicles, pumps, motors, valves, chemical feeders, computer, Tablets, IPads, SCADA computer, and various meters such as Chlorine titrators, D P D m e t e r , pH meters, Turbidity meters, and misc. lab testing equipment used in the Water Plant operations.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORK CONDITIONS:**

Has exposure to hot, cold, wet, humid and/or windy conditions while making rounds as Filter Operator job duties requires. Has exposure to various chemicals used in the water treatment industry. Has exposure to varying degrees of noise.

**RATE OF PAY:**

**STEP C:** \$22.9459  
**STEP B:** \$23.4120  
**STEP A:** \$23.8741

**NOTE: The successful bidder will enter the classification at the Step C level.**

**SCHEDULE OF HOURS:**

Regular schedule:

Will work rotating shifts of days, afternoons, and nights, including some weekends and holidays.

Shifts: 7:00 a.m.-3:00 p.m., 3:00 p.m.-11:00 p.m., 11:00 p.m.-7:00 a.m.

\*\*\*Will involve some overtime per Union Contract\*\*\*

This position demands off-schedule hours, call-in hours, stand-by work, and other non-routinely scheduled duties. Incumbents must understand that their flexibility is second to the City's work demands during times of weather or service emergencies.

The above described position is now open for bid to all City of Elyria full time employees. All interested employees must submit their application for said position to the Safety Service Director on forms as provided in the Local 277 Union Agreement under Appendix "D". These forms must be submitted prior to **3:30 p.m. on Monday, February 6, 2023.**

Matthew Lundy  
Safety Service Director

cc: Civil Service Commission, Union President, Job Bid File