



INTEROFFICE MEMORANDUM

PLEASE POST
All 04/22/2022

TO: All Department/Division Heads
FROM: Human Resources
DATE: April 14, 2022
SUBJECT: **JOB OPPORTUNITY: Department of Utilities**
Water Treatment Plant Division

CLASS TITLE: Water Operations / Maintenance Technician

GRADE 11

HOURLY ENTRANCE RATES

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
\$21.84	\$22.93	\$24.07	\$25.28	\$26.53	\$27.84

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **Must obtain a Class I Ohio Water Operator Certificate as issued by the Ohio Environmental Protection Agency within three (3) years of initial appointment and maintain certification thereafter. Must obtain and maintain Lab Certification as issued by the Ohio Environmental Protection Agency within three (3) months of initial employment. The applicant must be available for a combination of straight and rotational shift work. Must have knowledge of pump maintenance. Valid Commercial Driver's License required with Tanker Endorsement within four (4) months of appointment. Current Employees applying must be non-probationary. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 or via email employment@painesville.com **OPEN UNTIL FILLED**

The City of Painesville is a drug & alcohol free employer.

BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL OR VIA THE CITY'S WEBSITE www.painesville.com. A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.



POSITION DESCRIPTION
An Equal Opportunity Employer

Position Title: Water Operations / Maintenance Technician	3215
Department:	Date: 4/22/22

Pay Class: 11	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: Work involves responsibility for the operation, maintenance, monitoring, sampling and control of water treatment plant and associated equipment on an assigned shift. Work includes responsibility for the adjustment of treatment processes to insure conformance with applicable water quality standards, maintenance of equipment and facilities, and preparation of operating records and reports. Employees will be required to work any combination of straight and rotational shift work as assigned. Work is performed with limited independence under the general supervision of the Chief Operator or Water Plant Supervisor, who will review work through conferences and reports for results obtained.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Monitors the operation of plant equipment; adjusts plant operation based on use demands and other conditions; maintains operating logs and records in accordance with prescribed reporting systems.
- Performs repairs and preventive maintenance on pumps, valves, feeders, motors and similar equipment, performs a variety of custodial and building maintenance work in the upkeep and care of plant facilities; maintains adjacent grounds including snow removal and mowing.
- Replaces defective fuses, wiring, starters, elements and oils; oils blowers and lubricates bearings; repacks valves and pumps; replaces defective valves, motors, pumps and controls.
- Pulls, cleans and repairs pumps; replaces shafts, bearings, seals and impellers; performs preventative maintenance on motors and other plant equipment.
- Installs and repairs plant instrumentation, makes repairs to plant buildings.
- Conducts regular inspections of plant equipment, inspects piping, valves, pumps, and motors for proper operation; maintains inspection records; repairs water treatment plant equipment as directed. He or she will perform related work as required in the safe and efficient operation of a water treatment plant.
- Perform water quality tests, including tests for alkalinity, chlorides, hardness, pH, and fluoride, and other associated tests.
- Determine when filters should be backwashed; operates filter controls in backwashing filters.
- Receives training in laboratory methods, tests and calculations.
- Performs related work associated with the complete operation and maintenance of a municipal water facility and grounds.
- Duties may include work in other departments as requested by the Water Plant Supervisor.
- Performs any duties needed in the upkeep of the water plant and in maintaining the operations of the plant production.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: High school diploma

Experience: Considerable experience in water treatment course work. Must have some experience in mechanical or electrical work affording familiarity with plant equipment and control systems.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- The principles, practices and methods related to the operation of a water treatment facility.
- The functions and servicing requirements of mechanical equipment and machinery common to water treatment plant operators.
- The operation and maintenance of pumps.
- Occupational hazards and safety precautions in the workplace.

Skill and Ability to:

- Learn to read and interpret schematics and maintenance manuals.
- Learn skills for the use in equipment and tools of the water plant within a one-year period from date of starting this position.
- Operate a variety of plant pumping, treatment, and control equipment.
- Read meters and charts accurately and to maintain required records.
- Lift at least 50 pounds of weight and work in confined spaces.
- Establish and maintain effective working relationships with others.
- Communicate effectively, orally and in writing format.

License or Certification Required: Candidates for appointment to this position must obtain and maintain a Class I Ohio Water Operator certificate within three (3) years of appointment to this position, as issued by the Ohio Environmental Protection Agency.

Must obtain and maintain an Ohio Environmental Protection Agency lab certification, as required, within three (3) months of appointment.

Valid Ohio Driver's License; Valid Commercial Driver's License with Tanker Endorsement required within one year of appointment for employees assigned to non-rotating day shift.

Physical Demands: Ability to lift at least 50 pounds of weight and work in confined spaces.

Scheduling Demands and Constraints: