

Public Posting

**APPLICATIONS ARE BEING ACCEPTED IN ADMINISTRATIVE SERVICES, 240 COLUMBUS AVENUE,  
IN ORDER TO BE CONSIDERED THE POSITION.**

**Posting period: Monday, October 11, 2021 – Until Filled**

**JOB DESCRIPTION**

**Utility Operator II/Big Island Water Works**

**Pay Range 11**

**Department of Engineering Services**

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**Job Title: Utility Operator II/Big Island Water Works**

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**Reports To: Water Services Superintendent**

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**Supervises Directly: Assistant Plant Operator, Plant Operator I, as required by the Water Services Superintendent/BIWW**

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**Supervises Through Subordinates: None**

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**Purpose for the Position:**

**To coordinate and assist in the planning and execution of preventative maintenance and maintenance programs and to operate and control the plant processes and equipment necessary to clarify, treat and disinfect potable water for the Big Island Water Works. This position may be assigned to various work schedules to provide for the adequate staffing of the Big Island Water Works.**

**Essential Responsibilities:**

*Monitors control panels and adjusts valves and pumps manually or by remote control to regulate flow of potable drinking water.*

*Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine treatment and operational requirements.*

*Starts and stops pumps, engines, and generators to control flow of potable water through pre-sedimentation basins, settling basins, filters and clearwell.*

*Removes obstructions, such as coarse materials from rotating screen, to accelerate influent through initial screening process.*

*Adjusts potable water treatment chemicals according to lab analysis to satisfy all potable water requirements.*

*Maintains log of operations and records meter and gauge readings.*

*Gives directions to Subordinate Water Treatment Plant Operators in performing routine operations and maintenance.*

*Collects potable water samples, using dipper or bottle and conducts laboratory tests for fluoride, pH, temperature, turbidity, hardness, alkalinity, chlorine analysis, and other results. May use various testing equipment to obtain laboratory results.*

*Makes operational decisions, which affect potable water treatment.*

*Cleans and paints portions of the plant equipment or facilities, and performs routine plant maintenance, and other duties as assigned.*

*Reports need for major equipment repairs or makes minor repairs Him/herself.*

*Assists Shift Operators in performing operational duties and any other special tasks that can only be done during normal business hours.*

*Fills in on all shifts for operators while they are on vacation or extended sick leave at the discretion of the Water Services Superintendent or designee.*

*Works as plant maintenance as needed.*

*Maintains inventory of repair parts, supplies and equipment for the plant.*

*Performs other duties as assigned by the Water Services Superintendent.*

*Performs a variety of skilled and semi-skilled tasks in division.*

*Ability to understand and communicate written instructions.*

*Operations related and other duties as required.*

*Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.*

*Must report for work at required time and date and maintain a responsible attendance record.*

*The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.*

*The avoidance of violent behavior that threatens the safety of other employees.*

***Skills and Abilities:***

*Learn the functioning of the overall system as well as the part you work on.*

*Use judgment and make decisions to keep the system operating.*

*Remain calm during emergencies.*

*Use mathematics and calculator.*

*Direct the work of others.*

*Use eyes, hands, and fingers to operate or adjust equipment.*

***Physical Demands:***

*Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires some sitting but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.*

**Environmental Conditions:**

*Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Wet and Humid: Wet: Contact with water or other liquids. Humid: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort. Noise and Vibration: Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day. Hazards: Situations in which the individual is exposed to the definite risk of bodily injury. Exposure to: Odors, toxic conditions, dust, or poor ventilation.*

***Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.***

**Reasoning Development:**

*Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.*

**Mathematical Development:**

*Compute discount, interest, profit and loss; commission, markups and selling price; ratio and proportion, and percentages. Calculate surface, volumes, weights and measures.*

*Algebra: Calculate variables and formulas; monomials and polynomials; ratio and proportion variables; and square roots and radicals.*

*Geometry: Calculate plane and solid figures; circumference, area, and volume. Understand kinds of angles, and properties of pairs of angles.*

**Language Development:**

*Reading: Read and understand instructions, safety rules, etc.*

*Writing: Write reports with proper format, punctuation, spelling, and grammar, using all parts of speech.*

*Speaking: Speak with poise, voice control, and confidence, using correct English and well-modulated voice.*

**Relationships to Data, People and Things:**

**Data:** *Compiling: Gathering, collating, or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.*

**People:** *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

**Things:** *Operating-Controlling: Starting, stopping, controlling and adjusting the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing progress of operations and turning devices to regulate reactions of materials.*

**Specific Vocational Preparation:**

*Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.*

**To do this job, you must have the following licenses or certifications before being hired:**

*Must have a current Ohio EPA Class I Water Treatment Operator license upon appointment with the ability to obtain a current Ohio EPA Class II Water Treatment Operator's license within three (3) years.*

*Ability to obtain Ohio EPA wet chemical 1 laboratory certification.*

*The ability to obtain a certificate of Competency in Backflow Prevention and Cross-Connection Control within one (1) to three (3) years.*

**To do this job, you must have the following amount of total education and/or experience:**

*(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)*

*High School Diploma.*

*Must have considerable experience and/or knowledge of Water Plant equipment, physical plant and facilities operations maintenance, operation and plant theory and practice. Knowledge and experience in standard practices, methods and materials of the electrical and mechanical trades, considerable knowledge of occupational hazards connected with general maintenance operations and ability to observe and enforce appropriate safety precautions. Ability to work from sketches or blueprints to close tolerances. Must have demonstrated leadership and supervisory skills OR an equivalent level of education and experience.*