



**CITY OF WESTERVILLE**  
Department of Human Resources  
21 S. State Street  
Westerville, OH 43081

<http://www.westerville.org>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Water Utility Operator**

*An Equal Opportunity Employer*

**SALARY**

\$24.65 - \$34.58 Hourly    \$51,272.00 - \$71,926.40 Annually

**OPENING DATE:** 04/20/23

**CLOSING DATE:** Continuous

**THE POSITION**

**Are you looking to advance your EPA training and technical skills in the field of water treatment? The City of Westerville is looking for a third shift Water Plant Operator to staff its state-of-the-art facility. Qualified, responsible, self-motivated night owls will enjoy a team-oriented staff, outstanding benefits and the opportunity to work for a respected municipality.**

**The work hours for this role are Tuesday through Saturday 11:30 PM - 7:30 AM. This third shift position includes a \$1.40 hourly shift differential.**

**This position is eligible for an additional \$1.00 per hour with a Water Operator 1 license, \$1.50 per hour with a Water Operator 2 license and \$2.50 per hour with a Water Operator 3 license.**

This is highly-skilled technical work in the operation of a water purification plant on an assigned shift. Work involves the responsibility for testing and monitoring water and associated equipment, the adjustment of treatment processes to ensure conformance with applicable water quality standards, participating in the maintenance of equipment and facilities, and preparation of operating records and reports. Work involves making critical decisions regarding water quality adjustments, water inventory, maintenance and customer service. Work involves possible participation in many of the programs within the Water Division, such as Backflow Program, Reservoir management program, Customer Service Program, Internal Safety Programs and etcetera. Work involves monitoring SCADA system, responding to SCADA alarms, backwashing filters, responding to customer issues regarding customer complaints, metering and may include

working with Automated Meter reading systems.

**This position will be open until filled. Applications are being reviewed as they are received.**

## **SUPERVISION**

Work is performed under the continuing supervision of a higher level water plant operator or plant supervisor. Employee is subject to exposure to various hazardous chemicals. Employee must be able to run water tests and make appropriate changes in chemical content, monitor water tank gauges, and work outdoors in extreme weather conditions. Work is reviewed for cleanliness, adherence to water quality standards and policies and procedures. Annual performance reviews completed by Water Operations Superintendent.

## **ESSENTIAL FUNCTIONS OF WORK**

(May not include all duties performed.)

Monitors and inspects plant and equipment to determine operating condition; checks levels and refills chlorine, fluoride, coagulant, lime, and other additives; ensures that chemical feeders are on-line; fills machines and carries out preventive maintenance; adjusts pumps and other equipment to meet operating requirements.

Monitors production, transmission, storage levels, system pressure, and treatment processes; checks water turbidity; makes adjustments to meet demand; maintains operating log; performs backwash on filters; collects samples from designated sources and performs routine and standardized tests for turbidity, pH, hardness, alkalinity, and chlorine; maintains daily records of test results.

Draws sludge from water tanks to prevent build-up; cleans assigned plant areas and equipment and assists in equipment maintenance, repair, and installation work; reports malfunctions of equipment.

Answers phone concerning water leaks, water quality, meters, and other routine and non-routine city problems and contacts proper department head to respond to complaint.

Prepares reports and other paperwork for the shift; averages daily results, documents the amount of chemicals used during the shift;

Assembles water meters and lead tags for the meter department.

Follows proper safety procedures.

Performs related work as required.

### **MINIMUM REQUIREMENTS OF WORK**

Possession of a high school diploma and some experience related to water purification plant operation; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Some knowledge of the principles, practices, and methods related to water purification plant operation.

Some knowledge of the functions and servicing requirements of mechanical equipment and machinery.

Ability to read, interpret, and work from written and oral instructions governing operating procedures and laboratory routines.

Ability to learn the operation and maintenance requirements of plant pumping, treatment, and control equipment.

Ability to read meters, charts, and gauges accurately and to maintain required records.

Ability to perform standard arithmetic calculations quickly and accurately.

Ability to establish and maintain effective working relations with others and communicate effectively, verbally and in writing.

Ability to climb stairways and ladders and bend to take water samples.

Ability to visually detect problems.

Ability to perform water plant maintenance activities.

Ability to mix chemicals, measure properly.

Ability to maintain mental alertness when reading, measuring, and treating water in compliance with standards.

Ability to work alone.

Ability to obtain laboratory certification.

A technical, 2-year or 4-year degree is preferred.

This job requires the applicant to obtain an Ohio Class I Water Operator Certificate within 24 months of hire.

ONLY ONLINE APPLICATION COMPLETED AT:  
<http://www.westerville.org> ARE ACCEPTED

EXAM #01041  
WATER UTILITY OPERATOR  
TC

## Water Utility Operator Supplemental Questionnaire

\* 1. How did you learn about this position?

- www.westerville.org website
- Governmentjobs.com website
- Indeed.com (career board)
- LinkedIn.com (career board)
- Careerbuilder.com (career board)
- City Employee
- Friend
- Career (Job) Fair
- CareerBoard.com (career board)
- Other website not listed
- Other

\* Required Question