

CITY OF LONDON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Assistant Operator
Class Number:		Class Title:	Assistant Operator
Dept./Div.:	Water Department	Employment Status:	Full-time
Reports to:	Lead Operator	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	07 – Skilled Craft Workers
Civil Service Status:	BU (AFSCME)		

QUALIFICATIONS: (An example of minimum acceptable qualifications)

Completion of secondary education or equivalent (high school diploma or GED); any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Computer, copier, fax, telephone, and other standard modern business office equipment, laboratory meters and equipment, chemical feeders and pumps, generator, overhead crane, small hand and power tools, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., high service pump house; diesel generator; etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., lime slaker; chemical feeders; high service pumps; etc.); is exposed to possible injury as a result of falling from high places; has exposure to hot, cold, wet, humid, or windy weather conditions; works second shift/third shift; must use eye and face protection due to potential exposure to flying objects; must use occupational head protection due to potential impact to the head from objects; must use occupational foot protection due to potential impact of objects to the feet; is exposed to, must negotiate, use or work with or in the vicinity of: corrosives, hand and portable tools, respiratory protection due to potential exposure to airborne contaminants, handling of material and supplies, flammable and combustible liquids, portable fire extinguishers, etc.; is required to sit during approximately 20% of work duties; is required to stand during approximately 40% of work duties; is required to walk during approximately 40% of work duties; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

(1) Operates and assists with water plant operations (e.g., grit removal equipment, aeration and sedimentation tanks, high service plumbing, chlorinating, etc.); performs chemical treatment and purification of water according to established standards and guidelines; operates and maintains collection and distribution system; operates and adjusts pumps, motors, feeders, and other plant equipment; continuously monitors and regulates chemical and water flow rates; monitors gauges, dials, graphs, and other instruments; performs inspections of plant equipment, inspects lines, mechanical and electrical equipment; reports findings to appropriate personnel.

(2) Conducts laboratory analysis and ensures chemical levels are monitored and maintained in accordance with standards; cleans and sterilizes lab equipment and supplies; collects and analyzes samples; evaluates results of tests; performs chemical and mechanical adjustments; maintains records of tests; performs minor and preventative maintenance on equipment; removes and replaces worn and damaged equipment parts; performs electrical, heating, and ventilation repairs.

(3) Operates water wells; performs plant grounds keeping (e.g., sweeps and/or mops floor, cleans equipment, cleans spills, etc.).

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

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Knowledge of: two-way radio operations; *department goals and objectives; *department policies and procedures; water treatment plant operating procedures; water treatment regulations; heavy and medium duty equipment maintenance and repair; water distribution systems construction, maintenance, and repair; water distribution systems and components; local geographic area; sanitary practices; safety practices and procedures; English grammar and spelling.

Skill in: word processing; computer operation; computer programs (e.g., Microsoft Office, GIS, etc.); motor vehicle operation; use of modern office equipment; pipe fitting; use of bench and/or hand tools; use of mechanics' tools and equipment; public relations.

Ability to: carry out instructions in written, oral, or picture form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; communicate effectively; respond to routine inquiries from public and/or officials; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; handle sensitive inquiries from contacts with officials, general public, and other departments; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

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