

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Operator  
**DEPARTMENT:** Water  
**WORK SCHEDULE:** 12-hour shift for 7 days, every other week, as scheduled  
**JOB CATEGORY:** LTC (Labor, Trades, Crafts)

**DATE WRITTEN:** January 1997

**STATUS:** Full-time

**DATE REVISED:** March 2016

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Operator for the Water Department, responsible for maintaining the water treatment plant and related equipment to ensure consumers receive clean potable drinking water according to state requirements.

**DUTIES:**

Conducts regular rounds of the water treatment plant to monitor pumps, water levels, pressure and flow charts, adjusting valves as needed. Periodically inspects grounds and exterior equipment for evidence of vandalism, and ensures doors are locked after regular business hours. Communicates with next shift regarding overall status of operations.

Conducts water tests every two hours, including drawing water samples, analyzing in laboratory for required chemical levels, interpreting and recording results, and adding chemicals as needed. Changes chlorine tanks as needed.

Performs various routine maintenance on small motors, pumps and equipment, including observing gauges, listening for smooth operation, greasing parts, changing oil, rodding chemical lines to eliminate/prevent buildup, cleaning chemical feeders and lime machine, backwashing filter beds, monitoring and filling lime, alum and fluoride machines.

Maintains daily logs as required, such as water pressure and consumption, duration of pump and well operation, and chemical usage; changes flow charts daily. Records weather data for National Weather Service, such as high/low temperatures and precipitation, reporting information as requested.

Monitors and maintains inventory of chemicals, reporting needs weekly and receiving and stocking shipments, rotating existing stock.

Answers telephone when office is closed, responding to complaints, determining nature of problem, providing information regarding resolution, and contacting on-call personnel as needed.

Assists in maintaining cleanliness of plant, including sweeping and mopping floors, shoveling snow from walks, and removing trash from grounds.

Periodically conducts tours of water treatment facilities, explaining processes and requirements. Serves on 24-hour call for emergencies.

Periodically attends training seminars/classes to maintain certification.

Performs related duties as assigned.

### **I. SKILLS AND KNOWLEDGES:**

High school diploma or GED. Possession of or ability to obtain/retain Indiana Department of Environmental Management Operator license as required.

Working knowledge of and ability to make practical application of water treatment facility operations, including Department and OSHA safety policies and procedures.

Ability to read and observe instruments, gauges and dials, calculate and interpret test results, and properly operate and maintain a variety of hand tools and laboratory equipment, including various wrenches, screw drivers, pH meter, spectrophotometer, turbidity machine, and control panels for filters, wells and pumps.

Ability to physically perform assigned duties, including hearing mechanical sounds, close vision, color and depth perception, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, climbing stairs, reaching, bending, crouching/kneeling, and handling/grasping/fingering objects.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to understand and follow written and oral instructions and work alone and with others in a team environment with minimum supervision, often under time pressure.

Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended hours, regularly work weekend and/or evening hours, and occasionally travel out of town for training, but not overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

## **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule with priorities determined primarily by supervisor. Incumbent works according to broad policies and standard operating procedures, exercising independent judgment in interpreting gauges/instruments and laboratory analyses and making appropriate adjustments. Incumbent refers unusual or unprecedented situations to supervisor as needed. Errors in incumbent's work are usually prevented through reference to technical manuals/ specifications and are usually detected through supervisory review.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Superintendent.

## **IV. PHYSICAL EFFORT:**

Incumbent's duties involve hearing mechanical sounds, close vision, color and depth perception, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, climbing stairs, reaching, crouching/kneeling, bending, handling/grasping/fingering objects. Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

## **V. WORKING CONDITIONS:**

Incumbent performs duties in/around a water treatment plant, including a laboratory, involving exposure to noise, dust, heavy equipment, toxic chemicals and related fumes, extreme temperatures, inclement weather. Safety precautions must be followed at all times to avoid injury to self and others and to protect equipment. Incumbent occasionally works extended hours, regularly works evening and/or weekend hours, and occasionally travels out of town for training, but not overnight. Incumbent serves on 24-hour call for emergencies.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Operator in the Water Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name