



Water Treatment Plant Operator

Job Posting

Position Title:	Operator
Department:	Water
Work Schedule:	12 hour shift for 7 days, every other week starting on Wednesdays, 6a-6p and 6p-6a
Salary:	\$21.61 - \$24.01/hour
Benefits:	https://www.cityofgreensburg.com/city-services/city-employees/employee-benefits/
Status:	Non-exempt
Application Deadline:	Posted until filled

The City of Greensburg Water Department is seeking a full-time Operator responsible for maintaining the water treatment plant and related equipment to ensure consumers receive clean, potable drinking water in compliance with state regulations.

Application and complete job description are available in the Clerk-Treasurer's office (314 W. Washington St., Greensburg) or online at: <https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit completed applications to Julie Nobbe, Personnel Administrator, at the Clerk-Treasurer's Office or by email at careers@greensburg.in.gov. Applications submitted by email MUST be in PDF format and include the position title in the subject line to be considered.

PRIMARY RESPONSIBILITIES:

- Conduct regular rounds of the water treatment plant to monitor pumps, water levels, pressures, and flows; adjust valves as necessary.
- Inspect grounds and equipment for security and signs of vandalism; ensure facility is secure after hours.
- Communicate shift updates and plant status with incoming personnel.
- Perform water quality tests every two hours; collect samples, analyze chemical levels, and record results.
- Add chemicals to maintain water quality standards based on test results.
- Conduct routine maintenance on motors, pumps, and equipment (e.g., oil changes, greasing parts, backwashing filters).

- Maintain accurate daily logs of operations, including chemical usage and pump activity.
- Monitor and manage chemical inventory; report needs and receive/store deliveries.
- Respond to calls after business hours, address complaints, and notify on-call personnel if needed.
- Maintain cleanliness of plant facility and surrounding grounds.
- Lead occasional facility tours and explain water treatment processes.
- Be available for 24-hour emergency call-outs.
- Attend training to maintain required certifications.
- Perform other related duties as assigned.

QUALIFICATIONS:

- High school diploma or GED required.
- Possession of or ability to obtain and maintain Indiana Department of Environmental Management (IDEM) WT5 and WT3 Operator Licenses within 4 years of hire.
- Strong attention to detail and mechanical aptitude.
- Ability to work independently and communicate effectively across shifts.
- Willingness to work on-call and in varied environmental conditions.

BENEFITS OF EMPLOYMENT WITH THE CITY OF GREENSBURG:

- Health Insurance: Annual cost is \$400 for single, \$800 for employee + children, \$1,000 for employee + spouse, and \$1,200 for family coverage. *Spouse coverage is available as a conditional offer based on eligibility requirements.*
- Vision and dental plan options.
- Defined Contribution Pension plan through the State of Indiana (PERF).
- Life Insurance: Employer-provided coverage with the option to purchase additional insurance.
- Paid Time Off (PTO): Earn up to 143 hours in the first year.
- Holidays: 12 to 14 paid holidays annually, varying based on the election cycle.
- Longevity Pay: Earn 2% of base pay per year of service (up to 20% after 10 years), then 0.5% per year for years 10–20 (up to an additional 5%).
- Eligible for 2 weeks Paid Parental Leave.

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Operator
DEPARTMENT: Water
WORK SCHEDULE: As assigned
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: January 1997
DATE REVISED: September 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

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

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

DUTIES:

Operates various hand/power tools and laboratory equipment in performance of duties, such as wrenches, screw drivers, pH meter, spectrophotometer, turbidity machine, control panels for filters/wells/pumps, and other hand/power tools and laboratory equipment as required for work assignments.

Conducts rounds of water treatment plant to monitor pumps, water levels, pressure, and flow charts, adjusting valves as needed and communicating with next shift regarding status of operations.

Inspects grounds and exterior equipment for evidence of vandalism and ensures doors are locked are business hours as needed.

Conducts water tests, including drawing water samples, analyzing in laboratory for required chemical levels, interpreting and recording results, and adding chemicals 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, backwashing filter beds, and monitoring and filling alum and fluoride machines.

Monitors SCAOA and makes adjustments as needed.

Maintains daily logs as required, such as water pressure and consumption, duration of pump and well operation, and chemical usage. Changes flow charts daily.

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

Answers telephone when office is closed, responding to complaints, determining nature of problem, providing information, 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.

Conducts tours of water treatment facilities, explaining processes and requirements.

Attends training seminars/classes as needed to maintain certification.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE.

Possession of or ability to obtain and maintain IDEM Operator License WT5 and WT3 or equivalent within five (5) years of hire.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to perform basic plumbing repairs.

Working knowledge of assigned Department hand/power tools and laboratory equipment and ability to complete related maintenance and safety measures.

Ability to properly operate various power and/or hand tools in performance of duties, such as wrenches, screw drivers, pH meter, spectrophotometer, turbidity machine, control panels for filters/wells/pumps, and other hand/power tools and laboratory equipment as required for work assignments.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

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

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other City departments, utility personnel, vendors, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

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

Ability to read and observe instruments, gauges, and dials and calculate and interpret test results.

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

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended hours and travel out of town for training and regularly work weekends and evenings.

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

II. RESPONSIBILITY:

Incumbent performs a variety of duties with schedules and priorities primarily determined by supervisor and service needs of the public. Assignments are guided by broad policies and/or general objectives. Errors are primarily detected or prevented through standard safety procedures and supervisory review. Undetected errors may result in damage to equipment or property and endangerment to self/others.

Incumbent reports directly to Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties involve continuous physical exertion, such as standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing over 50 pounds, bending/reaching, crouching/kneeling, climbing stairs, keyboarding, handling/grasping objects, close vision, color and depth perception, speaking clearly, and hearing sounds/communication and mechanical sounds.