### CLASS TITLE: WATER SUPPLY OPERATOR

**CLASS CONCEPT:** Journey level in the water supply and wastewater collection occupation requiring considerable knowledge of the principles and practices of potable water supply; under direction, inspects, operates and maintains water and wastewater systems.

#### RANK | JOB DUTIES
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1 | Estimates water demands to ensure adequate water supply and maintains sufficient water level in storage; Monitors system trends and makes appropriate system adjustments. Inspects and operates well fields, pumping stations, lift stations, and reservoirs to ensure proper operation; performs minor repairs; inspects and operates chemical feeders; weighs and/or measures chemicals, records usage; maintains chemical inventory; conducts chemical sampling and testing. Performs light housekeeping during site visits.

2 | Ensures continuous 24 hour, 7 day shift coverage by coordinating with other operators; originates and tracks service requests and work orders for equipment and facilities; interacts with other divisions and entities regarding repairs or system operation; plans and implements operational modifications; investigates to determine source of system problems.

3 | Maintains records of daily operations, including operator reports, pressure and usage. Assists in the compilation of monthly reports from daily data provided by others; prepares and may sign reports for Ohio EPA; prepares reports on equipment performance and water and chemical usage.

4 | Receives and responds to customer inquiries, concerns and complaints; monitors radio for internal communications; dispatches work crews for emergency repairs; maintains work areas. Submits utility locate requests and reviews locate status. Coordinates work with other jurisdictions.

5 | Assists in compilation and entering of flow and laboratory data for monthly reports. Investigate to determine source of system problems as indicated by lab testing results. Performs periodic well sounder checks and records ground water levels. (Performs Related Duties As Required)

#### MAJOR WORKER CHARACTERISTICS

- **Knowledge of 10 (safety practices), 13b (Agency Policies and Procedures)*:** Skill in 29 (equipment operation— computer systems, motors, pumps, SCADA; hand tools); Ability to 30f (deal with problems involving several variables in familiar context), 30h (apply principles to solve practical, everyday problems), 30i (deal with variety of variables in somewhat unfamiliar context), 30j (interpret variety of instruction in written, oral, picture or schedule form), 31e (use algebra), 32j (maintain accurate records), 32n (understand manuals & verbal instructions, technical in nature), 32o (prepare meaningful, concise & accurate reports), 34b (work alone on most tasks), 35a (demonstrate physical fitness), 35b (demonstrate agility (to move whole body quickly & easily), 35c (must be able to lift up to 100 pounds and demonstrate full range of motion for bending, stooping and lifting), 35d (demonstrate dexterity (to use hands and/or feet skillfully)).

- **Knowledge of 10, 11a, (public relations), 13b*:** Skills in 25b Word Processing (e.g record data; work with spreadsheets); Ability to 30f, 31d (calculate fractions, decimals & percentages), 31e, 32j; 32n, 33e (gather, collate and classify information about data, people or things); 34b, 35a, 35b, 35c, 35d.

- **Knowledge of 13b*:** Skill in 25b, 29; Ability to 30f, 30h, 30i, 30j, 31e, 32j, 32n, 32o, 34b, 35d

- **Knowledge of 11a, 13b:** Skill in 29 (equipment operation—computer systems; communication systems); Ability to 30h, 30i, 32j, 34b, 34f (handle sensitive inquiries from & contacts with officials & general public).

- **Knowledge of 13b*:** Skill in 25b, 29; Ability to 30f, 30h, 30i, 30j, 31e, 32j, 32n, 32o, 34b, 35d

#### UNUSUAL WORKING CONDITIONS:
May be exposed to hazardous materials, unpleasant odors, dangerous equipment, weather conditions and field conditions; on call 24-hours. Mission Essential.

#### MINIMUM CLASS REQUIREMENTS: (Including License, If any)
Equivalent to high school diploma; two (2) years experience in water or wastewater system operations; must have current valid driver’s license with acceptable driving record. Must have Ohio Class I certification in any one of the following: Water distribution, Waste water collection, Water supply or Waste water works per OEPA requirements.

(Other Evidences May Be Substituted)

#### TRAINING & DEVELOPMENT:
Must sit for next available Ohio Class II Water Distribution or Class II Water Supply exam following fulfillment of Ohio EPA minimum requirements and must secure certification within two (2) years of meeting minimum time qualifications. Must complete a basic Water Treatment and/or Pump Course within two (2) years of hire date. (This is a pass/fail course)