

**CITY OF DELPHOS**  
**An equal Opportunity Employer**  
**POSITION DESCRIPTION**

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Civil Service Status:	Classified	Dept/Div:	Water
Employment Status:	Full-time		
Reports to:	Water Superintendent		
FLSA Status:	Non-Exempt		
Position Title:	Water Plant Operator-in-training		
Pay:	By ordinance		

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### **NATURE OF WORK**

This is a semi-skilled position involving the operation and maintenance of the Water Treatment Plants, well fields, reservoir and distribution system of the Delphos Water Department. This position also assists in the reading and maintaining of water meters. Work in this class involves maintenance responsibilities for the day to day operation of the water system and its appurtenances.

The person in this position reports to and works under the supervision of the Water Superintendent or Assistant Water Superintendent.

### **TYPICAL TASKS**

- ◆ Maintains and checks equipment, instruments, pumps, valves, etc.
- ◆ Lubricates, cleans and adjusts equipment as necessary
- ◆ Maintains neat and clean work areas inside and outside water system facilities
- ◆ Does corrective and preventive maintenance throughout the water plants and well field
- ◆ Assists in the reading and maintenance of water meters
- ◆ Assists in distribution system activities as directed
- ◆ Performs laboratory analysis, facility inspections and reporting
- ◆ Assists in facility and equipment planning
- ◆ Establishes and maintains external relationships with industries that are part of or may become part of the City of Delphos
- ◆ Prepares and maintains laboratory records
- ◆ Performs other related tasks as directed by the Water Superintendent
- ◆ Operate plant on a daily basis, monitors SCADA system, chemical feed, and keep proper record of daily operations

### **NORMAL EMPLOYMENT STANDARDS**

Graduation from high school or General Education Development equivalency or equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- ◆ Must be able to solve moderately complex mathematical problems
- ◆ Must be able to fill out records and prepare reports pertaining to the changing and location of water meters.
- ◆ Must be able to reach, bend, squat, kneel and contort the body to be able to perform the reading and changing of water meters, and assist in all other maintenance functions and perform strenuous duties
- ◆ Must be able to take orders and execute them in a timely and efficient manner.
- ◆ Must be able to determine the types, sizes and materially compatible fixtures and fittings needed to complete specified projects.
- ◆ Must be able to perform general maintenance of the water treatment plants
- ◆ Collects routine water samples
- ◆ Must be prepared to work other than normal duty hours as deemed necessary and as directed by the Water Superintendent
- ◆ Must be able to maintain confidentiality in the day-to-day dealings with the public and the City
- ◆ Must be able to work alone as the situation warrants
- ◆ Must have the ability to work with computers
- ◆ Must be willing and able to attend schooling, workshops, seminars and other such training programs as ordered by the Water Superintendent
- ◆ Must be willing and able to attain and maintain full laboratory certification

## **SPECIAL REQUIREMENTS**

Must pass a physical examination prescribed by the City of Delphos prior to appointment in this classification.

Must possess a valid license issued by the Ohio Bureau of Motor Vehicles.

Must be willing and able to carry a city-issued cell phone when on-call. Will be required to respond to phone calls while on-call and potentially report for duty while on-call.

Must be able to obtain certification as a Water Plant Operator Class 1 within 2 years of employment and be willing to obtain other certifications and/or licenses as deemed necessary by the City of Delphos.

Must be bondable.

Approved by: 1-24-2024

BOARD OF CONTROL

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Mayor

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Safety Service Director