

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Chief Operator	Department:	Filtration
Requisition Number:	2018205		
Hours:	Four days on – four days off, 12 hour shifts. 4:00 a.m. to 4:00 p.m., 4:00 p.m. to 4:00 a.m.	Rate of Pay:	\$27.7718 - \$29.6077 per hour
Date Posted Up:	9/18/2018	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

To oversee the monitoring, maintenance, and operation of equipment and instruments necessary to produce potable water at Three Rivers Filtration Plant in sufficient quantity and of sufficient quality. The water being produced shall meet all the requirements of the Safe Drinking Water Act promulgated by USEPA and in compliance with standards and regulations established by Indiana Department of Environmental Management (IDEM). The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in overseeing two to four operators and/or mechanics performing water treatment operations and maintenance;
- Assists in managing the Economic Order Quantity program and data input;
- Verifies Midnight Summary treatment data and instructs employees on any deviations noted;
- Maintains building security to verify protection of the facility and of the water supply;
- Performs and evaluates all required training for operator staff;
- Relates problems to Management Staff in regard to treatment;
- Monitors outlying stations to verify operations and security;
- Monitor and maintain appropriate river level.
- Monitor, maintains, calibrates, and operates chemical feed equipment in automatic and manual modes.
- Monitor, maintains and operates plant boilers.
- Monitors and operates on-line analysis instruments, interprets data and performs calibration and preventive maintenance.
- Perform bacteriological tests at preset interval or as needed to assure water quality.
- Backwash filters in accordance with prescribed procedures.
- Monitors, maintains and operates high service pumps through manual and automatic means.
- Assesses raw water rate needs by interpreting pertinent data via computer or oral direction.
- Controls raw water rate using both automatic and manual procedures.
- Approves necessary chemical treatment rate changes;
- Responds to and investigates all process alarms with plant operator;
- Monitors, operates, and maintains disinfection processes including Ultraviolet.
- Answers telephone
- Performs administrative functions to assist with operations including scheduling emergency staffing;
- Evaluates performance of new treatment technologies implemented;
- Works with lab staff in reviewing treatment efficiency;
- Performs communications necessary to facilitate operations;

- Monitors and maintains safety programs;
- Utilize 6S and TPM (Total Productive Maintenance)
- Enters, exits and works in confined spaces wearing a variety of safety apparatus;
- Utilizes CMMS to create work requests for equipment needing maintenance and assigns work orders to appropriate staff;
- Communicates effectively both orally and in writing;
- Provides input and information for O&M and CIP budgeting processes
- Perform relief duties for Chief Operators and Plant Operators as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES:

The incumbent directs the activities of approximately two to four given employees on a day-to-day basis, including those employees who fill in for regular operators. The incumbent must oversee assignments of operators performing complex and technical duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and two years related experience.
4-year science related college degree preferred

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discount, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current WT-5 certification from IDEM
- CPR and First Aid Certification
- Certified to wear respirator
- Indiana driver's license
- Operates Fork Lift

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

Close vision - Reading instrument, analyzers, performing equipment maintenance, opening or closing valves, starting or stopping a n equipment

Distance vision - To observe unusual conditions in river, process tanks, and monitoring plant grounds

Depth perception - Visual inspection of process tank, laboratory analysis

Ability to adjust focus - Laboratory analysis and performing equipment maintenance

Ability to see color

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.