

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Plant Operator</b>	Department:	Filtration Plant
Requisition Number:	2021241		
Hours:	Four days on – Four days off 12 hour shifts 7:00 a.m. – 7:00 p.m. 7:00 p.m. – 7:00 a.m.	Rate of Pay:	\$25.6555 - \$27.0885 per hour
Date Posted Up:	10/15/2021	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Chief Operator, the incumbent monitors and operates equipment and instruments necessary to produce potable water at Three Rivers Filtration Plant in sufficient quantity and quality. The quality of the water being produced shall meet or exceed all the requirements of the Safe Drinking Water Act as defined by the USEPA and in compliance with standards and regulation established by Indiana Department of Environmental Management (IDEM). This position will take work direction from the Chief Operator. This position reports to the Program/Water Quality Leader. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**INFORMATION/COMMUNICATION**

- Answer telephone
- Fills out absent routing forms as needed
- Trains other employees as and when needed
- Assists in development of Standard Operating Procedures and plant procedures

**MANAGEMENT/OPERATIONS**

- Monitor and operate high service pumps through manual and automatic means.
- Monitor plant grounds and oversee security-assess any breach of security and make proper notification.
- Monitor and operate outlying pump stations and St. Joe Dam.
- Monitor and maintain appropriate river level.
- Monitor and operate chemical feed equipment in automatic and manual.
- Monitor and operate plant boilers.
- Monitor, assess and respond to all alarms properly.
- Utilizes CMMS to create work requests for equipment needing maintenance, and record associated labor time, materials and applicable data;
- Maintain clean work area.

- Perform relief duties.
- Operates a fork lift.
- Ability to navigate multiple computer programs; SCADA, spreadsheets, word processing, etc.
- Make scheduled plant rounds.

### **DATA MANAGEMENT, PROCESSING & ANALYSIS**

- Control raw water rate using both automatic and manual procedures. Assessing raw water rate needs by interpreting pertinent data via computer or oral direction.
- Prepares daily reports as required.
- Collects and records data as and when needed
- Perform bacteriological tests at preset interval or as needed to assure water quality.
- Performs other Water Quality tests as needed and when determined necessary using standard laboratory equipment.
- Records failure information when equipment breaks down and evaluates cause.

### **DIAGNOSTIC/PREVENTATIVE MAINTENANCE**

- Backwash filters in accordance with prescribed procedures.
- Control disinfecting process.
- Monitor and operate on-line analysis instruments, interpret data and perform calibration and preventive maintenance.
- Perform routine preventive and predictive maintenance.
- Perform minor repairs and/or adjustments to Plant process equipment.
- Performs necessary first line troubleshooting activities on equipment that breaks down.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or GED (general education degree).
- Basic knowledge of MS Word and Excel.
- One year in water treatment or equivalent training.

### **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**

No supervisory responsibilities.

### **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, employees and management.

### **MATHEMATICAL SKILLS**

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

### **REASONING ABILITY**

Capable of interpreting a variety of instructions furnished in written, oral, diagram or schedule form.

- Demonstrated self-motivation;

- Demonstrated self-direction and initiative;
- Demonstrated honesty and integrity.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Certificate of attendance of AWWA short school or equivalent on annual basis or **WT 5** Certification from IDEM desirable.
- CPR and First Aid Certification.
- Certified to wear respirator.
- Fort Lift Training.
- Indiana Driver's License.
- Confined Space qualified/trained.

### **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 frequently required to stand while performing maintenance on equipment or while operating analytical instrument. Walk while performing plant rounds and monitoring process status. Uses hands to finger, handle, or feel while performing equipment maintenance, opening or closing valves, starting or stopping equipment. Reach with hands and arms while performing equipment maintenance, opening or closing valves, starting or stopping equipment. Climb or balance while performing equipment maintenance, opening or closing valves, starting or stopping equipment. Stoop, kneel, crouch, or crawl while performing equipment maintenance, opening or closing valves, starting or stopping equipment. Talk or hear while performing equipment maintenance, opening or closing valves, starting or stopping equipment, performing plant rounds. Taste or smell while performing equipment maintenance, opening or closing valves, starting or stopping equipment, performing plant rounds, laboratory analysis.

The employee must frequently lift up to 25 pounds and occasionally up to 50 pounds. While performing equipment maintenance, opening or closing valves, starting or stopping equipment.

Specific vision abilities required by this job include close vision for reading instruments, analyzers, performing equipment maintenance, opening or closing valves, starting or stopping equipment. Distance vision to observe unusual conditions in river, process tanks, and monitoring plant grounds. Depth perception for visual inspection of process tank, laboratory analysis. Ability to adjust focus for laboratory analysis and performing equipment maintenance.

### **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.

The employee will on occasion be exposed to wet, humid, hot and cold weather conditions. The employee must be aware of moving mechanical parts. The noise level in the work environment is usually moderate.

### **AUTHORITIES**

This position has the authority to perform the following functions as the situation calls for action:

- To shut the Plant down for water quality issues (with confirmation from the managers or the Chief Operator).
- To set chemical feed rates for water or process conditions.

- To initiate protocol for solving behavior issues.
- To lock-out/tag-out equipment when performing work on the equipment.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. 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.