



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Water

Location: Water Supply

Job Title: Chief Operator

Reports To: Water Superintendent

Supervises: N/A

Hours: 40 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Assists in administering and supervising the operation and maintenance of the City water plant.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of written and oral instructions.
 - Take courses pertaining to water treatment or maintenance, as applicable.
- Mathematical:
 - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
 - Basic computer skills.

CERTIFICATION AND LICENSURE REQUIREMENTS

- Valid Ohio motor vehicle operator's license.
- Possession of a current Ohio EPA Class III Water Supply Operator certificate.
- Ability to continuously bend, squat/kneel, and twist/turn.
- Ability to frequently reach above shoulder and type on keyboard.
- Ability to occasionally climb and work with cold and hot substances.
- Ability to frequently lift up to 10 pounds.
- Ability to occasionally lift 11 to 100 pounds.
- Ability to sit 3 hours with break.
- Ability to walk 3 hours with break and stand 2 hours with break.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:		
<ul style="list-style-type: none"> • Supervises and coordinates activities of plant operators and other plant personnel. • Supervises a variety of maintenance and repair tasks on machinery, equipment, buildings, structures, and grounds. • Establishes and operates a preventive maintenance program. • Consults with supervisor and/or manufacturer representatives on complicated repairs. • Analyzes and evaluates operating and maintenance procedures and aids in developing new or improved practices. • Inspects plant frequently to determine efficiency of operation, cleanliness, and maintenance. • Analyzes recording instruments and lab test results and adjusts various plant processes. • Assists in developing and conducting training and safety programs. • Prepares reports and maintains records. • Determines remedial action in emergencies. • Requisitions supplies and equipment for the operation of the plant. • May be required to perform the duties of a water operator when needed. • Experienced in water treatment operational practices and procedures. • Consistently checks and responds to incoming email communication. • Performs other work or duties assigned by supervisors. 		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Knowledgeable and skilled in the operation of mechanical and electrical equipment in the plant. • Knowledgeable of a variety of hydraulic, chemical and mechanical principles pertinent to a water treatment plant operation. • Knowledgeable of bacteriological and chemical processes involved in the treatment of water. • Knowledgeable of the occupational hazards and safety precautions of the work. • Ability to understand and follow moderately complex oral and written instructions and diagrams. • Ability to plan and supervise the work of others. • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to maintain working relationship with other workers. • Ability to work independently and is self-supporting. • Can be expected to work at any time and will work shifts. • Displays discipline and focus in the work environment. 		
REVIEWED BY	Scott A. DeVault	<i>Title:</i> Water Superintendent
APPROVED BY	Ron McAbier	<i>Title:</i> Service Director

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.