



JOB DESCRIPTION

Job Title: Plant Operator
Department: GMSA
Classification: Non-Exempt
Pay Grade: Grade 9
Salary Range: \$28,330 - \$45,337
Reports to: Plant Superintendent / Lead Operator
Date Updated: July 2016

SUMMARY

Under the supervision of the Plant Superintendent or Lead Operator, the Plant Operator performs responsible duties by maintaining day to day operations at Water or Wastewater Plant.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Lab testing
- Washing filters
- Sample collections
- Water pump and valve maintenance
- Service and maintain water and wastewater plant
- Available to be on-call every 5th week or as needed

PERIPHERAL DUTIES

- Janitorial Duties at water and wastewater plant
- Makes appropriate decisions for proper customer service
- Helps subordinates accomplish tasks, as needed
- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education, Licensure, or Certification

- High School Diploma or GED
- Oklahoma Driver's License
- Class D Water and Wastewater License
- Class C Water and Wastewater Lab
- 12 Months allowed to obtain Licensing or Certifications

Experience, Specialized Knowledge, and Other Requirements

- Ability to operate equipment within the water and wastewater system
- All Operators encouraged to gain Class A Operator & Lab Certifications

Knowledge, Skills and Abilities – With or without accommodations

Knowledge

- Knowledge of Water and Wastewater operations
- Knowledge of chemical safety
- Problem solving skills

Physical

- Has ability to perform physical activities such as standing, walking and bending for long periods of time.
- Ability to lift and carry 50 lbs. loads
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction
- Has ability to work within environment described below

Cognitive

- Ability to listen, understand, read, write and communicate information
- Ability to follow rules and regulations of GMSA
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems
- Ability to be compliant with rules and regulations regarding safety
- Ability to establish and maintain effective working relationships with subordinates, peers, superiors and the public

The physical and cognitive 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.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works outside under normal and extreme weather conditions. The employee regularly stands, walks and bends for extended periods of time.

Personal protective equipment shall be provided by the City and shall be worn when required.

SUMMARY

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above.

Employee

Date