



Osawatomie

KANSAS

JOB DESCRIPTION

Utility Plant Operator

Updated June 2023

JOB TITLE:	Utility Plant Operator	JOB TYPE:	Full-Time
REPORTS TO:	Utility Plant Superintendent	STARTING RANGE:	\$17.00 - \$20.00/hr

Job Overview

The purpose of this position is to produce potable water in accordance with all state and federal regulation; monitor and control the wastewater treatment facility and its processes in accordance with all state and federal regulations; and produce electricity for the City of Osawatomie.

Essential Duties and Responsibilities

Water Treatment

- Check chemical levels and refill or replace containers.
- Check water levels and pump operations.
- Runs routine laboratory test to determine proper chemical treatment.
- Maintain plant records.
- Observes and inspects plant quality of water and all plant equipment.
- Collects water samples and sends/delivers them to appropriate lab.
- Maintains chemical feed pumps to ensure proper dosage of chemicals.
- Backwash filters as required.
- Will assist in minor maintenance on machinery and equipment.
- Prepare daily reports on plant operations and controls.
- Performs routine grounds and building maintenance.
- All other duties as assigned.

Wastewater Treatment

- Perform all aspects of sampling, monitoring, and tested required to maintain compliance with State and Federal regulations governing the wastewater treatment process.
- Have working knowledge of the operation, methods and procedures of a wastewater treatment plant.
- Have a working knowledge of basic machinery preventive maintenance and repair.
- Have a basic knowledge of State and Federal rules governing wastewater discharges.

- Have the ability to work with independence and to make routine decisions on the operation of the plant processes and equipment.
- All other duties as assigned.

Power Plant

- Place standby emergency electrical generators on-line in emergencies and monitor the temperature, output, and lubrication of the system.
- Monitor equipment operation to ensure proper functioning.
- Adjust controls to generate specifies electrical power or to regulate the flow of power between generating stations and substations.
- Monitor power plant equipment and indicators to detect evidence of operating problems.
- Control generator output to match the phase, frequency, or voltage of electricity supplies to panels.
- Control or maintain auxiliary equipment, such as pumps fans, compressors, heaters, filters, or chlorinators, to supply water, fuel, lubricants, air, or auxiliary power.
- Start and stop generators, auxiliary pumping equipment, or other power plant equipment as necessary.
- Open and close valves and switches in sequence to start or shut down auxiliary units.
- Take regulatory action, based on readings from charts, meters and gauges, at established intervals.
- Record and compile operational data by completing and maintaining forms, logs, or reports.
- Clean, lubricate, or maintain equipment.
- All other duties as assigned

Section 1: Minimum Job Requirements

- High School Diploma or Equivalent
- Valid Driver's License
- Basic Computer Skills
- Strong Communication Skills (Orally and Written)
- Ability To:
 - Accurately read and record numbers from various types of meters and or gauges
 - Work independently
 - Adapt to technological changes as they are implemented

Section 2: Additional Job Requirements

Utility Plant Operators must be able to work well within a group or team setting, but also work efficiently and independently. Communication skills both verbal and in writing are important to success in this position.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.

Judgement and Situational Reasoning Ability

- Ability to use functional reason and apply rational judgement in performing diversified work activities.
- Ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Section 3: Preferred Qualifications

- 3+ years' experience in a related field
- Existing water or wastewater system certifications

Section 4: Physical Requirements

The work requires some strenuous physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 75 pounds. The work may require specific physical characteristic and abilities such as heightened strength, mobility, dexterity and full range of motion. This position must be able to recognize individual characteristics of color, forms, sounds, odors, and textures associated with the job-related objects, materials and ingredients.

Section 5: Working Conditions

This position requires working under mildly safe and uncomfortable conditions, where exposure to environmental factors, such as temperature variations, odors, noise, vibrations, wetness, machinery, electrical currents, vehicular traffic, chemical exposure, and/or dust cause discomfort and where there is risk of serious injury.

Section 6: Work Schedule

This position primarily works 8-hour shifts on a rotating schedule of daytime, evening, or overnight. Certain emergency situations or critical projects may require unexpected afternoon, evening, overnight, weekend, and holiday call-outs. This position is eligible for a shift differential and subject to standby status.

Section 7: Personal Knowledge, Skills, and Abilities

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the

organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*

Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.

- *Communication*

Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands of the importance of non-verbal communication and presents oneself in an appropriate manner.

- *Job Performance*

Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.

- *Initiative and Innovation*

Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership (Non-Supervisory)*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed.

Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

Section 8: Benefits Available

This position is eligible for enrollment in the City of Osawatomie's complete benefits program, including health, dental, vision, and life insurances, and options for retirement savings programs.

Section 9: Other Information and Disclaimer

Department	Utilities
Division	Water, Wastewater Treatment
Type	Full-Time
Pay Rate Type	Hourly
Weeks Per Year	52
Hours Per Week	40 + Standby As Required
KPERS Eligible	Yes
CDL Required	No
Random Drug Screen	Yes
Clothing Allowance	Yes
Drug Test Requirement	Yes
Physical Requirement	Yes
Background Check	Yes (Driving Record)

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

Disclaimer

The City of Osawatomie is an Equal Opportunity Provider and Employer.

Please contact the Human Resources Department at info@osawatomieks.org or 913-755-2146 if you require reasonable accommodation to apply or need additional information.