

**CITY OF SALINA**  
**POSITION DESCRIPTION**

**CLASS TITLE:** Water Plant Operator I      **GR:** 108      **FLSA:** Non-Exempt      **DATE:** 07/03/2025  
**DEPARTMENT:** Utilities      **DIVISION:** Plant Operations/Water Plant  
**REPORTS TO:** WTP Superintendent      **APPROVED:** \_\_\_\_\_      **JOB CODE:** 7050

\*\*\*\*\*

**GENERAL DESCRIPTION:**

Under general supervision, performs skilled work in the operation of an advanced water treatment plant, distribution system and related equipment, makes minor repairs and adjustments to equipment as required. Work varies with some leeway for discretion and independent action.

**TYPICAL DUTIES:**

- Works varied shifts including 8:00 a.m. – 5:00 p.m., 12:00 p.m. – 12:00 a.m., 12:00 a.m. – 12:00 p.m., including some weekends.
- Keeps daily logs of shift operations; utilizes monitoring equipment and maintains records.
- Draws samples for laboratory analysis.
- Performs preventive maintenance on equipment.
- Performs custodial work such as cleaning, painting and mowing.
- Receives and addresses customer concerns.
- Performs overtime as needed and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Two (2) years of experience in mechanical and electrical equipment maintenance, or related work preferred.
- Kansas Class I Water Supply System Operator Certificate or obtained within two (2) years from the start date of employment.
- Must possess a valid Kansas driver's license.

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Utilize electronic and mechanical equipment to monitor processes. (Daily)

Maintains accurate records of operations, events and customer concerns. (Daily)

Collect samples and conduct tests according to prescribed standards. (Daily)

Interpret testing results and adjust chemical feed rates. (Daily)

Determine the cause of minor system malfunctions and apply remedial actions. (Daily)

Maintain and operate plant equipment to produce a quality Water Treatment Plant. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Climbing/Balancing:** Climb inclines and ladders, uneven surfaces, balance required.

**Walking:** Extensive amount required.

**Stooping/Bending:** Frequently.

**Stand/Sit:** Sit about 20 percent of the time.

**Reaching:** Frequent, overhead as well as horizontal.

**Vision:** Adequate to perform essential job functions.

**Color Vision:** Adequate to perform essential job functions.

**Hearing:** Adequate to perform essential job functions.

**Speech:** Frequently express ideas and be understood.

**Eye/Hand/Foot Coordination:** Occasionally operates precision equipment.

**Manual Dexterity:** Frequently operates valves, switches, etc. and occasionally operates precision equipment.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside and outside.

**Cold/Heat:** Adverse conditions possible.

**Wet/Dry:** Adverse conditions possible.

**Noise/Vibrations:** Equipment noise.

**Hazards:** Moderate exposure to chemicals.

**Fumes/Dust/Odors:** Frequent exposure to fumes, odors and dust.

**Infectious Diseases:** Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records.

Ability to understand and apply mathematical concepts accurately.

Ability to utilize electronic media devices.

Ability to work under occasional stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, hand and power tools, Lockout/Tag-out equipment, telephone, test equipment, trucks, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.