



## Water Plant Operator Job Description

**Position:** Water Plant Operator  
**FLSA:** Non-exempt; Full-Time; Hourly  
**Department:** Utility Department  
**Reports To:** Utility Director, Filtration Plant Superintendent  
**Compensation:** \$22.73 per hour

### Position Summary:

- Under various levels of supervision, responsibilities include planning, coordinating and implementing of various technical services to assure the filtration plant operates in compliance with all state and federal regulations.

### Essential Duties and Responsibilities:

- A water plant operator for the City of Bedford must be able to perform the following duties:
  - Perform all required testing and document data
  - Maintain accurate records and logs of plant operations
  - Maintain and calibrate all lab equipment
  - Complete tasks as needed to chemical feeders and make needed adjustments to pumps and valves
  - Monitor all equipment and gauges for proper function of plant
  - Perform preventive and corrective maintenance tasks as needed
  - Make timely security checks throughout buildings and ground and respond to alarms, security concerns and unauthorized activity by reporting to proper authority.
  - Perform other related duties and provide back up as assigned.

### Qualification Guidelines:

- The knowledge and abilities which are required to perform the duties and responsibilities of this position are:
  - Organizational skills necessary to plan and coordinate work
  - Excellent math and chemistry aptitude
  - Working knowledge of mechanical and electrical systems
  - Understand and evaluate laboratory analysis
  - Communication and interpersonal skills necessary to interact and convey technical information in a clear, concise manner with all personnel and outside vendors
  - Comply with all safety rules and regulations
  - Ability to:
    - Read and write at the level required for successful job performance
    - Understand and carry out oral and written directions independently

**Physical Tasks and Working Conditions:**

- Work is performed in a water filtration plant and physical effort will be required. Incumbents are exposed to the elements, the noise of machinery, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards and vibration. Incumbents stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb, reach, crawl, grasp, drag, lift, carry items weighing 50 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Incumbents drive/operate City vehicles/equipment. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Special Requirements:**

- High School diploma or GED.
- College, University, Vocational/Technical preparation encouraged but not required.
- Valid and appropriate Indiana Driver's License and acceptable driving record at time of appointment and throughout employment in this position. An Indiana Commercial Driver's License (CDL) is a plus but must have ability to obtain a CDL within six months.
- Must obtain water treatment operator's license (WT5) within three (3) years and obtain continuing education units (CEUs) to keep operator license valid.

**Benefits:**

- Candidate will be eligible to receive all current city employee benefits as discussed in the interview.

**General Information:**

- The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned by the Filtration Plant Superintendent and/or Utility Director.
- The City of Bedford has a Substance Abuse Testing Policy. This policy applies to all employees of the City of Bedford. Pre-employment testing and random testing during employment in accordance with this policy will apply. A drug test will be required after a conditional offer to hire.