

**JOB POSTING  
CITY OF NOBLESVILLE, INDIANA**

**POSITION:** Operator  
**DEPARTMENT:** Wastewater Utility  
**WORK SCHEDULE:** As assigned  
**REPORTS TO:** Chief Operator/Treatment Plant and/or Chief Operator/Collection System.  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** February 2021

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Operator for the Wastewater Utility Department, responsible for maintaining/repairing wastewater treatment facilities and collection systems. Incumbent will be considered as "Operator in Training" until the successful completion of on-the-job training.

**ESSENTIAL JOB FUNCTIONS**

**Incumbent assists with the following essential job functions:**

- Monitoring performance of all wastewater treatment plant equipment.
- Repairing and maintaining equipment.
- Documents various tasks on prescribed forms and in Cityworks computer program.
- Maintaining the cleanliness of Wastewater Utility buildings.
- Repairing/replacing pumps, motors, filters, aerators, heaters, and switches.
- Monitoring and maintaining lift stations.
- Responding to complaints, inquiries and requests.
- Inspecting manholes, tanks, vaults, sanitary sewer and combined sewer systems.
- Cleaning/rodding and flushing collection system lines, and operating sewer camera and performs various tests.
- Performing labor and operates various vehicles, tools and equipment in constructing and maintaining collection system lines.
- Returning roads, sidewalks and yards to original condition. Assists to ensure proper placement of warning, detour and related signs.
- Maintaining plant and lift station grounds.
- Contacting appropriate sources in locating underground utility lines locating city underground infrastructure. Assists in notifying residential and commercial property owners of disruption of services.
- Maintaining vehicles, equipment, and tools.
- Ordering parts and supplies.
- Periodically assists with collecting and performing minor tests on wastewater samples. Assists with proper disposal of hazardous wastes.

## **NON-ESSENTIAL JOB FUNCTIONS**

- Occasionally performs duties of other operator positions.
- May serve as lead worker over part-time personnel as assigned.
- Serves on 24-hour call for emergencies.
- Performs related duties as assigned.

## **SKILLS AND KNOWLEDGES**

- High school diploma or GED, with experience in a wastewater utility or collection system preferred.
- Ability to obtain an Indiana commercial driver's license, within six months of hire in date.
- Ability to learn how to properly operate a variety of hand/power tools, vehicles, and heavy equipment.
- Ability to physically perform assigned duties, including hearing sounds/communication, close and far vision, standing/walking for long periods, climbing stairs, pushing/pulling/lifting/carrying objects weighing no more than 50 pounds, reaching, bending, crouching/kneeling, handling/grasping/fingering objects, depth perception, and periodically exerting continuous physical effort for long periods.
- Working knowledge of various computer programs, including Microsoft Office.
- Working knowledge of Standard English grammar, spelling and punctuation, ability to prepare reports and correspondence, and perform formula-based arithmetic calculations.
- Ability to produce work that is accurate and detailed.
- Ability to understand and follow written and oral instructions and work with others in a team environment.
- Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to occasionally work extended, weekend and/or evening hours, work other shifts as needed, and occasionally travel out of town for training, sometimes overnight.
- Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.
- Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

## **ON-THE-JOB TRAINING**

### **Incumbent will receive on-the-job training in the following areas:**

- Practical application of Department and OSHA safety policies and procedures.
- Proper operation of televising equipment, jetting/vacuum/dump trucks, and line locate equipment.
- Practical application of state, Indiana Department of Environmental Management, EPA wastewater treatment regulations and standard laboratory procedures.

- Working knowledge of universal health precautions, the City's Bloodborne Pathogens Control Plan, the Utility's Written Safety Programs, and ability to apply such knowledge on the job to protect oneself from infection and injury.
- Operation of department technology, GIS software, and various computer programs.
- Accurately read and interpret instruments, gauges, and dials; and stop/restart various plant equipment.
- Accurately prepare documents and maintain detailed records as required.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs duties in a wastewater treatment plant, vehicle and outdoors involving exposure to bloodborne pathogens and other infectious materials, traffic, noise, grease, dirt, dust, vehicle and methane fumes, chemicals, extreme temperatures and inclement weather. Incumbent occasionally works on ladders and in confined areas, such as manholes, tanks, vaults, and pipes. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent must wear City furnished uniforms and safety equipment including safety shoes.

Incumbent occasionally works extended, evening and/or weekend hours, work other shifts as needed, and occasionally travels out of town for training, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

***This position is identified as having occupational exposure to blood or other potentially infectious materials.***