



Position Description
Marion Utilities Service Board
An Equal Opportunity Employer

Job Title	Operations Specialist	Employment Status	Full-Time
Utility Division	Water	EEO Code	7-A
Workgroup/Unit	Operation and Maintenance	Wage Range	10
FLSA Status	Non-Exempt	Effective Date	March 6, 2020

Job Summary

Performs a variety of routine, specialized, and highly technical operational functions within the Water Division; Assumes the responsibility of the designated facility operator as assigned

Supervision Received and Exercised

Works under Intermittent Supervision of the Water Division Operation and Maintenance Workgroup Supervisor; Receives assignments with clearly defined objectives, priorities and deadlines; Defers to Supervisor regarding unusual situations that do not have clear objectives; Plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices; Work is reviewed for technical adequacy and conformance with practice and policy

Minimum Education and Experience Requirements

High School Diploma or equivalent; Demonstrated knowledge and experience in the operation and maintenance of water treatment systems; Minimum 3 years of experience in an advanced level water operations position; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

Licensure and/or Certification Requirements

Must possess a valid Indiana Driver's license or ability to obtain upon residency; Possession of valid Indiana Grade WT3 Water Treatment Operations Certificate is desired

Essential Duties and Responsibilities

- ✓ Performs a full range of process operational duties and activities as required; Operates pumps, blowers, compressors, slakers, valves, generators, clarifiers, lime softening process, gravity filters, and other associated processes, equipment, and appurtenances; Collects samples from treatment process and performs routine chemical analysis and laboratory procedures as required; Collects samples from wells and throughout the distribution system, inspects, observes, and documents operation and conditions of wells, booster pumps, elevated storage tanks, and associated processes and systems

- ✓ Monitors and, through established process control measures, maintains hydraulic conditions and demand upon water distribution system including; overhead storage levels, system pressure, and booster station operation; Monitors and maintains raw water production and demand; Monitors and maintains lime softening and gravity filtration processes, purging solids and backwashing filters as required; Routinely inspects processes and equipment insuring uninterrupted system operation; Observes gauges, charts, meters, and various monitoring devices; Documents readings, observations, and data as evidence of effective process and equipment operation; Utilizes Supervisory Control and Data Acquisition (SCADA) system as a supplement to physical observation and control measures; Initiates and facilitates emergency operating procedures as required
- ✓ May assist in the performance of routine facility maintenance activities as required; Assists in cleaning tanks, weirs, piping, equipment, and buildings as required; Receives, handles, and processes deliveries as required; Assists in the installation and handling of ~~installs and handles~~ compressed gas cylinders
- ✓ Participates in On-Call rotation and responds to emergencies and after-hours calls as required; Investigates emergency situations; Implements or assists with emergency operating procedures as required
- ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements
- ✓ Maintains current knowledge of process system operation and maintenance technologies, trends, techniques, and processes through ongoing training, study, and continuing education

Knowledge, Skills, and Abilities

Knowledge of: Current principles, practices, and procedures associated with water treatment system operation and maintenance; Regulations, laws, and rules associated with the operation and maintenance of water treatment systems; Operation and maintenance of advanced water treatment processes including: preliminary, lime softening, gravity filtration and disinfection; General Industrial Standards for workplace safety; Basic office practices and procedures including use of personal computer for data-entry, schedule management, email, and internet research

Skills Demonstrated in: Effective communication; Interpersonal interaction; Organization; Reasoning and problem solving; Comprehension; Multi-tasking; Self-Motivation

Ability to: Listen to and understand technical information and ideas presented through oral and written communication; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

Physical Demands or Unusual Conditions

While performing required duties, the incumbent is regularly required to work at a desk and outside on remote locations throughout the facility; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; may work in or around confined spaces; is often exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is often required to perform manual labor including lifting of up to 80 pounds

Additional Requirements

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

Marion Utility Service Board Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date