

**POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT**

POSITION: Plant Operator
DEPARTMENT: Water Pollution Control Facility
WORK SCHEDULE: As scheduled
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: April 2010 **STATUS:** Full-time
DATE REVISED: February 2022 **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. City of Muncie Sanitary District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Plant Operator for the City of Muncie Sanitary District Water Pollution Control Facility, responsible for monitoring mechanical and electro-mechanical equipment, including pumps, gauges, valves, and meters.

DUTIES:

Operates rotating drum thickener, including performing start-up and shut down procedures and monitoring pumps and control panels.

Performs analysis on water samples, such as dissolved oxygen, solids analysis, and settle-o-meter readings, collecting samples of process streams, checking for supernatant, drawing samples and tests for quality, and drawing liquid from tank as required.

Operates waste and return sludge pumps and makes adjustments as needed.

Reads and records meter readings, including preparing daily reports, making appropriate adjustments in processing and/or recording adjustments or changes on log sheet and/or log book.

Performs basic preventative and predictive maintenance procedures as assigned, including checking primary pump operations and control panels for trouble lights, and checking and backwashing filters.

Checks primary tanks and makes sludge draw from primary tanks to digesters and transfers sludge from primary to secondary digesters as needed.

Maintains and updates written work orders, including recording repairs, inspections, labor, and materials as required.

Operates Chlorine and Sulfur Dioxide injection equipment, including checking chlorine residual and making adjustments as needed.

Operates belt presses as assigned and performs general housekeeping/janitorial duties as needed.

Operates various hand and/or power tools in performance of duties, including, but not limited to, wrenches.

Operates various machinery and/or equipment in performance of duties, including, but not limited to, pallet jack, fork lift, manlift, tow motor, dump truck, and pressure washer.

Responds to emergencies on 24-hour basis.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED. Possession of Class I State Operators certification. If no certification is held at time of hiring, possession must be obtained within 2 years of start date of employment. If certification is not obtained after the 2 years of employment, employee will be subjected to discharge. Muncie Sanitary District will supply all study materials.

Must be at least 18 years of age.

Working knowledge of and ability to make practical application of Department policies and procedures and safety techniques and skills.

Knowledge of mechanics of equipment used by the Department, and ability to apply such knowledge to a variety of interrelated processes, tasks, and skills.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare or update log book/sheets as required.

Ability to properly operate various hand and/or power tools in performance of duties, including, but not limited to, wrenches.

Ability to properly operate various machinery and/or equipment in performance of duties, including, but not limited to, pallet jack, fork lift, manlift, tow motor, dump truck, and pressure washer.

Ability to physically perform assigned duties, involving sitting/walking at will, standing/walking for long periods, working in extreme temperatures, walking on uneven terrain, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, and handling/grasping/fingering objects.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time.

Ability to apply knowledge of people and/or locations and perform arithmetic calculations.

Ability to regularly work weekend hours and occasionally work extended hours and/or evenings, and occasionally travel out of town for continued education, but not overnight.

Ability to occasionally respond to emergencies on 24-hour basis from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs specific duties with work priorities primarily determined by supervisor. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures, referring to supervisor for unusual matters, such as policy interpretations. Care and skill is required to protect equipment and protective clothing or equipment must be worn to prevent injury to self and others. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Operations Manager.

III. PHYSICAL EFFORT:

Incumbent's duties often require moderate physical exertion, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying object weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, color perception, handling/grasping objects, and hearing sounds/communication.

IV. WORKING CONDITIONS:

Incumbent performs duties in trucks and/or heavy equipment, including walking on uneven terrain, working in extreme temperatures, and near chemicals, fumes, odors, dust, and dirt, in a noisy environment, high places, and in confined areas. Safety precautions must be utilized and incumbent must wear protective clothing or equipment to prevent injury to self or others. Incumbent regularly works weekend hours and occasionally works extended hours and/or evenings, and occasionally travels out of town for continued education, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Plant Operator for the Water Pollution Control Facility describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?
Yes_____No_____

Applicant/Employee Signature

Date

Print or Type Name