City of Columbus
Applications can be picked up in the Personnel Office at Columbus City Hall, 123 Washington Street, Columbus IN 47201 or obtained online at www.columbus.in.gov on the Career Link.

Date of Request: January 3, 2018
Date Required: ASAP
Department: Columbus City Utilities, Water Treatment Plant
Position Title: WATER TREATMENT MAINTENANCE PERSON / PLANT OPERATOR
Name of Supervisor: Jeffrey A. Fish, Superintendent of Water Treatment
Salary Range: Minimum - $13.26/hour Maximum - $25.50/hour
Working Hours: Monday–Friday, 7:00am – 4:00pm, Stand-by shifts, some overtime
FLSA: Non-Exempt
Type of Position: Full time
Application Deadline: January 10, 2018

General Summary:
Under supervision of the Water Treatment Superintendent, the Maintenance Person / Plant Operator is responsible for the daily maintenance and operation of I) twenty-three (23) ground water wells, II) two (2) water treatment plants, III) two (2) booster stations, and IV) five (5) water storage tanks, to ensure that the department provides an adequate supply of quality water to its customers.

Specific Duties:
1. Maintain booster stations, which include installing pump impellers, repairing motors, and maintaining inlet and outlet valves.
2. Maintain elevated-tank altitude valves, which includes replacing leathers and installing and maintaining solenoid valves.
3. Perform facility housekeeping (interior and exterior).
4. Operate in a safe and effective manner, a variety of equipment including forklift, tractor, backhoe, etc., and a variety of hand and power tools.
5. Perform preventative maintenance, troubleshooting, and repairs of vehicles and equipment to ensure proper mechanical functioning.
6. Maintenance Person / Plant Operator is required to work weeklong Stand-By-Operator shifts, which rotate each week based on the number of qualified operators (i.e. 5 operators = 5 weeklong shift rotations).
7. Perform other duties as assigned.

Education and/or Qualifications:
High school diploma or GED; supplemented by vocational/technical training in a related field. Desired applicants should have maintenance experience, preferably in the operation and of water treatment plants. Applicants with an equivalent combination of education, training, and relevant work experience, which provides the requisite knowledge, skills, and abilities for this position are preferred.

Licenses or Certifications:
1. Must possess a valid Indiana Driver’s License and maintain at all times. Must have good driving record, sufficient to be covered by city insurance as a driver while on duty.
2. Must be able to obtain WT3 certification within 30 months.
3. Must be able to obtain a Commercial Driver License within 12 months.

Working Conditions:
1. Operators are required to work either independently or as a member of a team.
2. Ability to understand hazardous communication and work within job safety requirements.

Remarks: Must reside in Bartholomew County or an adjoining county within six (6) months of employment. This position is subject to the City’s Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, and return-to-duty testing and follow-up testing.

Note: This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.

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