



LEGISLATIVE COVER MEMO

Introduction: April 1, 2024

Agenda Item: **Resolution 2024-25**

AMENDING THE POSITION DESCRIPTION FOR THE WATER OPERATOR

Submitted by: Cindi Chibis, Human Resource

Scope/Description: After negotiations and approval of the Teamsters Collective Bargaining Agreement the Water Operator Position was included in the agreement. The Fieldwork functions of the position are being updated to reflect the duties of the position more accurately.

Budget Impact: None.

Exhibits: Exhibit A: Water Operator Position Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2024-25

AMENDING THE POSITION DESCRIPTION FOR THE WATER OPERATOR

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position description for the Water Operator

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for Water Operator is hereby amended as shown in the attached Exhibit A.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. That this resolution shall become effective immediately upon its passage.

ADOPTED: April 1, 2024

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on April 1, 2024.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Public Works
Civil Service Status:	Unclassified	Position Title:	Water Operator
Employment:	Full-time	Reports To:	Water Plant Superintendent/Lead
FLSA Status:	Nonexempt	Supervises:	N/A

GENERAL DESCRIPTION: Under supervision of Water Plant Superintendent. Under direction, learns and performs job duties related to the operation, monitoring, maintenance, and repair on the City's water treatment facility, including pumps, lift stations, and associated equipment. Performs a variety of unskilled and semi-skilled manual tasks in the maintenance, repair and construction of water mains, sanitary sewer lines and services, storm sewer lines and associated. Uses trade experience to perform labor as part of a team or alone. Occasional overtime required.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. **System Maintenance:** Assists with the performance of technical and administrative work to assure the production of the proper quantity and quality of water for the City. Assists with monitoring SCADA system. Learns to perform calculations for process control and process optimization. Reads charts and gauges, noting operational problems and recommends adjustments to Water Plant Superintendent. Installs new water pipes and sewer service connections, checks water lines for leaks, and cleans and repairs sewer lines as directed.
2. **Plant and Equipment:** Performs inspection, maintenance, and repairs to water treatment plant, tools, and equipment. Operates a variety of power construction and maintenance equipment used in the water and sewer department. Under direction, operates computer for process control.
3. **Water Quality:** Conducts laboratory tests on water samples to monitor water quality including but not limited to bacteriological, chemical, and physical analyses. As directed, performs calculations for process control and process optimization. Completes sampling both inside and outside of the plant.
4. **Records Management:** Assists with the maintenance of daily operational logbooks including the recording of water quality data, equipment maintenance logs, and regulatory compliance records.
5. **Fieldwork:** ~~Inspects and repairs manholes, catch basins, and other concrete structures in the sewer system. Assists with the installation, repair, and maintenance of water mains, hydrants, and gate valves.~~ Cutting grass, maintenance of chemical pumps, Plant or well equipment, general plumbing repairs and general building maintenance.
6. **Regulatory Compliance:** Under the leadership of the Water Plant Superintendent, ensures compliance with applicable Federal, State, and local regulations related to stormwater, water quality, hazardous materials handling, wastewater discharge, water treatment operations. Prepares and maintains records and reports as directed.
7. **Community Relations:** Represents the City professionally in all interactions with members of the community and regulatory agencies. May responds to citizen requests regarding water system issues and concerns such as water leaks, or pressure loss.
8. **Self- Development:** Stays informed of current trends and innovations in the field of water treatment. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships.
9. **Safety:** Adheres to all applicable safety and environmental practices and regulations, and effectively responds to all job-related emergencies and calls for service both during and after hours in accordance with the policies and procedures of the City of Franklin.



CITY OF FRANKLIN

POSITION DESCRIPTION

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Understands, interprets, and follows written and verbal instructions and directions. Communicates effectively, tactfully, and cautiously with staff and members of the community, applies active listening skills, and effectively establishes and maintains working relationships with those contacted in the course of work.

Education and Experience: Water Treatment Class I License or higher, minimum of 1 year job related experience, and ability to operate all water equipment required. Valid Ohio driver's license (CDL Class B), acceptable motor vehicle record, and continuous insurability required.

Equipment, Tools and Materials: Ability to use computer equipment, operate power tools, and operate all equipment necessary to complete essential job duties.

Knowledge: Knowledge of safety rules and operating procedures. Knowledge of the materials, methods, equipment, regulatory practices, and reporting requirements utilized in the operation, construction, maintenance, and repair of water treatment. Knowledge of public relations, safety rules and operating procedures, office practices and procedures, and basic chemistry

Math skills: Ability to add, subtract, multiply, and divide whole numbers, and to calculate fractions, decimals, and percentages.

Reasoning Skills: Ability to evaluate information to determine compliance with standards. Ability to make decisions and problem solve.

Technical Skills: Ability to use e-mail, office software and SCADA system. Ability to use automated timekeeping system to accurately record and track hours of work.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in an outdoor environment and heavy manual labor for extended periods of time in often adverse conditions. Frequently required to stand for prolonged periods of time, lift and move up to 25 pounds, and use hands and arms to reach and operate objects, tools, or controls. Ability to occasionally walk, sit, stoop, bend, kneel, crouch, reach, twist, climb, crawl, balance, push, pull, lift, and or move up to 100 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to speak and hear required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Employee is regularly exposed to outdoor weather conditions, and frequently works near moving mechanical parts, and in motorized traffic situations. Employee may occasionally work in confined spaces, and be exposed to fumes or airborne particles, raw sewage, toxic or caustic chemicals, and risk of electrical shock, and must manipulate large and heavy pieces of equipment, materials and/or tools. The noise level in the work environment is usually moderate but will periodically be very loud. Employee will occasionally be required to wear protective equipment to perform duties. May be exposed to hazardous driving conditions, crowds, verbal abuse by the public, vicious animals or to human blood or other body substances.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



CITY OF FRANKLIN

POSITION DESCRIPTION

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)