



Valparaiso City Services

Water Treatment Plant

Water Operator/Maintainer

The Valparaiso City Utilities Water Department is accepting resumes for the position described below:

Position:	Water Operator/Maintainer	Ctgy/Pay Range:	\$44,000-\$52,000 +/- DOQ
Department:	Water Department	Position Status:	Non-Exempt
Reports To:	Water Superintendent	Position Category:	Regular, Full-time

POSITION PURPOSE:

Incumbent serves as Water Operator/Maintainer, responsible for performing maintenance and repairs on water pumping and treatment equipment, collecting daily water samples at both water plants and throughout the City, and analyzing those samples in our certified microbiology laboratory.

ESSENTIAL FUNCTIONS:

1. Repairs and/or replaces electrical equipment, including, but not limited to, telecommunication systems, voltage system, electromatic, inverter, and computer network.
2. Maintains, repairs, and remodels plants, commercial buildings, pump houses, underground wells and valve vaults, including painting, plumbing, electrical and carpentry work activities.
3. Operates or controls treatment processes to ensure safety of the drinking water, including, but not limited to, inspecting equipment or monitoring operating conditions, meters, and gauges to determine disinfection and treatment requirements and detect malfunctions; operating and adjusting controls on equipment to purify and clarify water. Utilizes computers at the plants and at home to monitor and direct control of the treatment plants.
4. Performs maintenance and calibration of online process control equipment: chlorine analyzers, turbidity analyzers, chemical feed systems, following maintenance schedule from manufacturer or established plant schedule.
5. Performs Department of Health certified sample collection and analysis of microbiological testing required by Indiana State and USEPA rules.
6. Performs collection and chemical analysis for process control and enter data from analytical results required by Department of Health and the Department of Environmental Management in the computer database.
7. Maintains plant facilities and equipment in clean and sanitary operational condition for a water treatment facility. Repairs or replaces pumping and treatment equipment as needed.
8. Responds to citizen calls concerning Water Quality and enters data in the work management system.
9. Maintains pumping equipment maintenance records according to manufacturer's recommendation; maintains inventory records of treatment chemicals, laboratory chemicals, treatment critical equipment parts inventory; places timely orders for routine treatment and laboratory chemicals and supplies as well as consumable maintenance equipment parts as necessary and as approved by supervisor(s).
10. Performs required on-call duties.

I. SKILLS AND KNOWLEDGE:

- High school diploma or GED is required. Associate or Bachelor's degree in chemistry, biology, environmental, or other related science or engineering program is highly desirable.
- IDEM WT-3 water treatment certification. If incumbent doesn't hold a current IDEM WT-3 certificate, he/she is required to pass the certification test within one (1) year of hire and obtain the certificate within two (2) years of hire.

- Must be at least 18 years of age.
- Ability to meet all employer and department hiring requirements, including passage of a drug test, essential function screening, and written exam.
- Knowledge of departmental established standard operating procedures and safety requirements.
- Ability to understand, memorize, retain, and carry out written and oral instructions, and complete work activities assigned by the supervisor according to established procedures, standards, and work methods. Ability to read and accurately record data.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- 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 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 complete reports and process documents.
- Ability to work with others in a team environment and on several tasks at the same time.
- Ability to occasionally work extended hours, evenings, weekends, and serve on-call on a rotation basis.
- Possession of a valid driver's license and demonstrated safe driving record.

If you have any questions, please contact Dawn Rowe at 219-462-6174 ext. 1309.

Resumes may be emailed to drowe@valpo.us or schen@valpo.us.

February 2022