

Charles Gill  
Water Utility Manager  
451 Meek Street  
Greenfield, Indiana 46140



Mayor Chuck Fewell  
Board of Works and Public Safety  
10 South State St.  
Greenfield, IN 46140

Re: Recommendation of Advancement

May 14, 2019

Mayor and Board Members,

The goal of the Water Apprenticeship Program is to prepare employees for a career in the Water Industry and ensure a professional staff to safeguard the City of Greenfield Drinking Water infrastructure. The position description and required qualifications of Lead Water Plant Operator are attached for your review. A Lead Water Plant Operator is the front line manager who coordinates Water Plant Operators and Apprentice Operators during the daily operation, maintenance, and repair work in both the Treatment Plants and Well fields. The Lead Water Plant Operator orders parts and materials for work orders and enters and ensures proper procedures with all federal, state, and local regulations regarding the quality of the drinking water for the City.

Mr. Brian Smith completed the three year Water Apprenticeship Program by experience and coursework to earn his Journeyworker certification in 2018. He is a licensed WT3/DSL Water Operator. Mr. Smith has been employed with the City of Greenfield for two and half years, and was a town manager for two years prior being employed with the City. He has shown a true capacity for leadership and is well suited to this level of responsibility. He had been carrying out a majority of the responsibilities of this new job and he has done well in this role. This advancement is accounted in our 2019 budget approved by council.

I, along with my Assistant Utility Manager and Distribution Supervisor, have reviewed Mr. Smith's job performance and have recommended him for advancement to the position of Lead Water Plant Operator. I request Mr. Smith be advanced as presented in accordance with the City of Greenfield Salary Schedule. If approved the salary change to take effect on **May 18, 2019**.

<b>NAME</b>	<b>CURRENT TITLE/SALARY</b>	<b>PROPOSED TITLE/SALARY</b>
Brian Smith	Plant Operator / \$28.93	Lead Water Plant Operator / \$30.46

Please contact my office if you have questions concerning this advancement.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", is written over a light blue horizontal line.

Charles Gill  
Water Utility Manger

cc: Mike Fruth, Utility Director  
Mitch Ripley, Human Resource Director  
Lori Elmore, Clerk-Treasurer

**POSITION DESCRIPTION  
CITY OF GREENFIELD, INDIANA**

**POSITION:** Lead Water Plant Operator  
**DEPARTMENT/DIVISION:** Water / Filtration  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F; with on-call rotation  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)  
**IMMEDIATE SUPERVISOR:** Senior Water Plant Operator

**DATE WRITTEN:** June 2015  
**DATE REVISED:** February 2017

**STATUS:** Full-time  
**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. The City of Greenfield 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.

**I. DEFINITION:**

Under broad guidance a Lead Water Plant Operator's primary job duty is to troubleshoot safety, operation, maintenance concerns. Perform training at Water Treatment Plants during normal daytime work week and during off hour work shifts. Performs work in a manner that is compliant with all City, State, and Federal water quality standards.

**II. WORK SCHEDULE:**

Regularly Monday through Friday 8:00 a.m. to 4:00 p.m. On-call rotation as announced. 35 hours per week with paid holidays.

**III. ESSENTIAL DUTIES:**

- Monitors and controls and/or directs the administration of chemical management system, Safety Equipment Maintenance program, Treatment inventory control system, Plant Coating Systems, Cross Connection Control, and Well Head Protection Program.
- Troubleshoot operation and maintenance problems with the operator on duty both during normally assigned shifts and off hour recall.
- Performs the special collection of samples, field tests, and measurements, weather information to National Weather Service, laboratory tests and analyses, and necessary corrective maintenance actions.
- Reviews daily plant, and well operation logs for accuracy.
- Performs routine Supervisory Control and Data Acquisition System troubleshooting, including meter cleaning and verification with City and vendor IT support and conduct improvement checks.
- Assist the maintenance of department grounds, including mowing grass, shoveling snow, raking leaves, and performing minor maintenance duties.
- Trains new Water Plant Operators
- Serves on 24-hour call for emergencies.
- Performs related duties as assigned.

#### **IV. QUALIFICATION STANDARDS:**

- **Education- Fully qualified:** High school diploma or equivalent and completion of Greenfield Water Department Apprenticeship Program.
- **Experience- Fully qualified:** Four (4) years of experience in the field of water supply including experience in water filtration, operations and maintenance, preferably in the City or an equivalent experience.
- Valid Indiana Driver's license
- Possession of Valid Indiana WT3 license

#### **V. PREFERRED SKILLS/QUALIFICATIONS:**

- Must be able to follow technical instructions, procedures, and schedules.
- Must be able to communicate effectively in both verbal and written format.
- Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages, and ratios using common electronic devices.

#### **VI. PROFESSIONAL EXPECTATIONS:**

- Be able to work with and understand intermediate data processing software to include email, word processing, spreadsheets, and web-based programs.
- Possess in depth knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to perform basic plumbing repairs and properly operate and maintain a variety of hand and power tools, vehicles and heavy equipment, including wrenches, screw drivers, drills, pliers, shovels, propane torch, flaring tool, vise grips, tube cutters, pickup truck, and chemical testing equipment.
- Ability to recognize problems quickly and use good judgment in locating the most appropriate guideline or practice to follow with little or no supervision to solve problems.
- Ability to read and interpret maps, and read and observe instruments, gauges and dials.
- Ability to provide public access and maintain confidentiality of department information and records according to state requirements.
- Ability 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 understand and follow written and oral instructions and work alone and with others in a team environment with minimum supervision, often under time pressure.
- Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Maintain knowledge of all Greenfield Water Utility and City Standard Operating Procedure materials and all aspects of water treatment operations.
- Maintain knowledge of all Greenfield Water Utility and City Safety procedures and policies and responsible for their implementation.
- Ability to hear and learn to identify mechanical sounds

#### **VII. PHYSICAL EFFORT:**

- Must be able to identify colors used in work.
- Must have ability to walk, climb, stand, or bend for over 50% of time

- Must have the ability to lift/carry 50 pounds
- Must be able to push/pull objects
- Must be able to reach, bend, crawl, crouch/kneel, handle/grasp/manipulate objects.
- Must be able to work with oxidizers and other chemicals.
- Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

**VIII. WORKING CONDITIONS:**

- Incumbent is expected to respect and use the Departmental Chain of Command.
- Earn a satisfactory semi-annual performance evaluation once hired into position or successfully complete skills test for position.
- Employee may be required to work both inside and outside throughout their day. He/she may be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour; Indoors work environment may involve working in tight spaces, exposure to noise, grease, dirt, dust, vehicle fumes, and chemicals
- Incumbent occasionally works extended, evening and/or weekend hours, and serves on 24-hour call for emergencies.
- Must be immediately accessible by telephone in order to respond to emergencies according to a standby or on-call schedule as announced.
- Safety precautions must be followed at all times to avoid injury to self and others.

**IX. PERSONAL WORK RELATIONSHIPS:**

- Incumbent will be placed in a leadership position with employees assigned to them. Lead Operators will maintain contact with other City departments and the public for the purpose of exchanging and explaining information.
- Incumbent is to maintain a clean and professional appearance in accordance with all city and departmental standards.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Lead Water Plant Operator in the Water Department 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 outlined?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Applicant/Employee signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print or Type Name