

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: Part time Plant Operator position

March 10, 2020

Mayor and Board Members,

The Greenfield utilities have for many years hired part time employees to assist our departments in their missions to provide quality utility services and customer satisfaction. The Water Utility had in the past hired a part time employee to fill necessary roles during the more active times of the year. We are in such position today, and today we would like to begin defining the role of the part time employee that is needed today. I have provided job description, as revised and approved by Human Resources and the Utility Director, that defines the role of this employee that we would like to hire into the Utility.

This part time Plant Operator will assist our licensed operators in performance of daily tasks that are required to ensure the proper daily functionality of our water treatment plants and the surrounding grounds. This position is not an apprenticeship position and but does provide the opportunity to see the value of our program.

I request the Board approve this definition and clarification of a part time Plant Operator as presented today. Once approved, I will with the assistance of Human Resources seek qualified applicants for this position. Rate of pay will be an hourly rate as defined in the 2020 Salary Ordinance for the City of Greenfield.

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill  
Manager  
Water Utility

cc: Mike Fruth, Utility Director  
Dan Worl, Business Service Manager  
Mitch Ripley, Human Resources Director  
Lori Elmore, Clerk-Treasurer

**POSITION DESCRIPTION  
CITY OF GREENFIELD, INDIANA**

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

**DATE WRITTEN:** June 2015  
**DATE REVISED:** February 2019

**STATUS:** Part-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 Water Plant Operator's primary job duty is to operate and control, as assigned, Water Filtration plants and Water Production Wells during work shift. The Plant Operator will be required to perform various maintenance assignments as scheduled. The successful candidate will perform their assigned work in a manner that is compliant with all City, State and Federal water quality standards.

**II. WORK SCHEDULE:**

Regularly Monday through Thursday 8:00 a.m. to 4:00 p.m. 28 hours per week.

**III. ESSENTIAL DUTIES- Under direction of the Licensed Operator:**

- Responsible for the operation of the water filtration plant(s) as assigned during work shifts.
- Performs algebraic computations and records data on the daily operations sheets.
- Maintains wells, service pumps, and towers, including inspecting for leaks, vandalism, and other problems.
- Performs routine maintenance on water department equipment, including taking readings of generator motor, inspecting oil and fuel levels, greasing motors and pumps, and recording data.
- Maintains department grounds, including mowing grass, shoveling snow, raking leaves, and performing minor maintenance duties.
- Collect and sends weather information to National Weather Service.
- Assist with system emergencies as necessary.
- Performs related duties as assigned.

**IV. QUALIFICATION STANDARDS:**

- **Education:** High school diploma or equivalent.
- **Experience:** None.
- Valid Indiana Driver's license

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

- Must be able to follow technical instructions, procedures, and schedules.
- Must be able to read and write plainly.
- Must be able to perform mathematical calculations involving addition, subtraction, multiplication, division, percentages, and ratios using common electronic devices,
- Ability to hear and learn to identify mechanical sounds

## **VI. PROFESSIONAL EXPECTATIONS:**

- Be able to work with and understand intermediate data processing software to include email, word processing, spreadsheets, and web-based programs.
- Obtain working 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, and pickup truck.
- Ability to read and interpret maps, and read and observe instruments, gauges and dials.
- Ability to 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.
- Obtain ability to apply Greenfield Water Utility and City Standard Operating Procedure materials and all aspects of water treatment operations.
- Obtain ability to apply Greenfield Water Utility and City Safety procedures and policies and responsible for their implementation.
- Incumbent is expected to respect and use the Departmental Chain of Command.
- Earn a satisfactory semi-annual performance evaluation once hired into position.

## **VII. PHYSICAL EFFORT:**

- Must be able to identify colors used in the operation of a water treatment plant
- Must have ability to walk, climb, stand, or bend over for 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:**

- 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
- Safety precautions, to include wearing hard hats, and safety vest; eye, ear, and respiratory protection, and safety footwear as approved, must be followed at all times to avoid injury to self and others.

**IX. PERSONAL WORK RELATIONSHIPS:**

- Incumbent will maintain frequent contact with co-workers, 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 a part time 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