



Job Classification and Description

Job Title: Water Plant Operator

Classification: Hourly non-exempt

Immediate Supervisor: Operations Manager

Department: Operations

Pay Rate: \$13.50 per hour - \$41.18 per hour (approximate annual salary range \$28,080 - \$85,659)

Revised: 10-1-25

Job Summary:

The Water Plant Operator is responsible for the safe, reliable, and compliant operation of Ohio County Water District's treatment facilities and related systems. The operator monitors and adjusts treatment processes to maintain steady, efficient 24/7 performance; conducts sampling and testing; orders and maintains chemical supplies; documents operating data and shift handoffs; coordinates any process changes that could affect distribution system pressures with Distribution and Maintenance; and responds to alarms and emergencies as required.

Assignment & Rotation: Operators may be assigned Monday–Friday to support operations-focused maintenance while maintaining operator responsibilities. Assignments may change based on operational needs and do not change job title, classification, or pay grade.

Duties:

- Operates and monitors treatment processes and equipment (pumps, motors, basins/filters, clearwells/tanks/wells, chemical feed, SCADA, etc.); responds promptly to alarms and abnormal trends.
- Makes operational changes to optimize performance and efficiency, with the goal of steady, consistent operation that reduces equipment wear and supports reliable 24/7 service; coordinates any changes that could affect distribution system pressures.
- Performs daily readings, jar testing, routine sampling, and required laboratory testing per KDOW regulations and OCWD SOPs; collects BacT and DMR grab samples and maintains chain-of-custody.
- Maintains chemical inventories, refills feed systems, and places chemical orders to ensure continuous plant operation; documents usage and storage per SOP.
- Conducts regular plant walkthroughs and visual inspections (equipment, tanks, chemical feed systems), checks gauges and control panels, and reports abnormal trends or leaks/safety issues.
- Logs operational data (flows, turbidity, chemical usage, equipment status) in MOR/shift logs; prepares clear handoff notes and communicates operational updates for incoming shifts
- Calibrates field and laboratory equipment (e.g., pH meters, turbidimeters) and documents results.
- Completes timesheets.
- Performs maintenance tasks (e.g., filter cleans, baskets, turbidimeter wipers, compressor drains) related to operations.

- Performs preventative and corrective maintenance on electrical, mechanical, and process equipment as assigned.
- Provides plant cleaning and upkeep to ensure a safe and organized facility.
- Performs District grounds maintenance as assigned.
- Provides status updates on special and emergency situations to management
- Responds to alarms, SCADA notifications, and equipment malfunctions promptly.
- Works a rotating shift schedule to provide 24/7 coverage and responds to emergencies as required or serves as relief Class IV Operator when needed for sick, vacation, personal, bereavement, or emergency coverage.
- Other duties as directed by OCWD management as deemed necessary to the operation of the District

Skills and Knowledge:

- Principles and practices of water treatment plant operations and maintenance.
- Knowledge of chemical treatment processes, water sampling, and laboratory testing.
- Familiarity with pumps, motors, valves, electrical systems, and instrumentation.
- Understanding of SCADA systems and process control.
- Regulations governing operation and maintenance of water treatment facilities.
- Preventative maintenance practices and troubleshooting techniques.
- Safe work practices for electrical, mechanical, confined space, and hazardous materials.
- Customer service and teamwork techniques.

Ability to:

- Operate and troubleshoot plant equipment, electrical systems, and chemical feed processes.
- Perform mathematical calculations for dosing, flow, and reporting.
- Read and interpret technical manuals, diagrams, gauges, and SCADA data.
- Use hand tools, diagnostic meters, and small equipment.
- Conduct water quality testing and regulatory sampling.
- Assist in grounds and facility maintenance.
- Communicate effectively with co-workers, management, and the public.
- Exhibit ethical behavior and adhere to OCWD policies.
- Operate personal computers and related software for SCADA, reporting, and documentation.
- Obtain and maintain a Class IV Water Treatment Operator License, including required training and continuing education.

Minimum qualifications:

- High school diploma or GED equivalency.
- Three years of water treatment system experience, or equivalent training/experience as approved by the General Manager.
- Class III or IV Water Treatment Operator License preferred; must obtain Class IV within specified timeframe.
- Valid Kentucky Driver's License.
- College-level coursework in science or technical fields preferred.

Work Environment:

- Duties are performed in both indoor treatment plant facilities and outdoor environments.
- Work may include exposure to adverse weather conditions (extreme heat, cold, rain, snow, wind).
- May involve contact with insects, animals, and vehicular traffic in and around plant or field sites.
- Work may require handling chemicals, oily/greasy substances, and other materials associated with water treatment.
- Tasks may be performed in noisy, confined, or dirty conditions.
- Extended shifts, nights, weekends, and holidays are required as part of the 24/7 rotating schedule.

Essential Physical Abilities:

- Clarity of speech and hearing to understand verbal instructions, respond to alarms, and communicate effectively with co-workers, management, and the public.
- Sufficient vision to read gauges, meters, SCADA screens, laboratory results, and written instructions; accurately enter data into computerized systems; and move safely over uneven terrain.
- Manual dexterity to operate hand tools, diagnostic instruments, electronic handheld devices, and laboratory/testing equipment; and to write legibly and perform precision tasks.
- Physical strength to lift and carry up to 75 pounds (motors, pumps, chemical containers, or other equipment) for varying distances.
- Flexibility, mobility, stamina, and balance to bend, stoop, kneel, stretch, climb ladders/stairs, and work in confined spaces or awkward positions.
- Ability to sit or stand for prolonged periods during monitoring, reporting, or plant operations.
- Capacity to work in environments with prolonged exposure to extreme hot or cold weather, noise, chemicals, and other conditions typical of a water treatment facility.
- Ohio County Water District will make reasonable accommodations as required in compliance with the Americans with Disabilities Act (ADA).

Cultural Expectations:

In addition to the technical skills required for each position, all employees of the Ohio County Water District are expected to uphold and demonstrate the organization's cultural values and expectations:

- Employees are expected to be company minded by making decisions and taking actions that support the long-term success of OCWD.
- They must demonstrate integrity, honesty, and accountability in all aspects of their work.
- All employees are expected to embrace continuous improvement by seeking opportunities to optimize operations, enhance efficiency, and grow professionally.
- Working collaboratively as a team player is essential, supporting colleagues and contributing to collective success.
- A positive attitude and professional demeanor should be maintained at all times.
- A safe mindset is required, with safety prioritized for oneself, coworkers, and the public by following procedures and identifying hazards proactively.
- Employees are expected to take ownership of their duties, meet commitments, and deliver high-quality work.
- All interactions must be conducted in a respectful and professional manner with colleagues, management, and the public.
- Open communication is essential, including active listening, sharing information, and following the chain of command when addressing questions or concerns.

- Employees are expected to contribute to a workplace culture that is professional and family-oriented, fostering pride and trust in the team.

This job description is subject to change at the discretion of the General Manager.