

THE MAHONING VALLEY SANITARY DISTRICT  
CLASSIFICATION SPECIFICATIONS

TITLE: ASSISTANT OPERATOR

DEPARTMENT: PURIFICATION

IMMEDIATE SUPERVISOR: Chief of Operations

POSITIONS SUPERVISED: None

JOB RESPONSIBILITIES:

Under general supervision, the Assistant Operator -Purification performs custodial work and assists or fills in for the Operator - Purification.

QUALIFICATIONS:

High school diploma and mathematical aptitude. Entry level position, no experience required. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

ILLUSTRATIVE DUTIES:

KNOWLEDGE, SKILLS, AND ABILITIES  
(Necessary to perform duties)

<p>(The following duties are intended to illustrate work functions performed by this classification)</p> <ol style="list-style-type: none"><li>1. Cleans floors</li><li>2. Vacuums rugs</li><li>3. Moves furniture</li><li>4. Dust furniture</li><li>5. Cleans restrooms</li><li>6. Empties trash</li><li>7. Collects samples for testing</li><li>8. Analyzes samples to determine levels of alkaline, chlorine and other chemicals</li><li>9. Monitors chemical feeders</li><li>10. Adjusts chemicals to assure proper distribution in system</li><li>11. Records hourly filter readings</li><li>12. Records weather</li><li>13. Maintains daily log</li><li>14. Monitors and maintains plant equipment</li><li>15. Washes filters and other machines</li></ol>	<ol style="list-style-type: none"><li>1. Knowledge of :<ol style="list-style-type: none"><li>a. Division policies and procedures</li><li>b. Water treatment plant procedures</li><li>c. Techniques used in water sampling, testing and treatment</li><li>d. Basic math</li></ol></li><li>2. Ability to:<ol style="list-style-type: none"><li>a. Follow oral and written instructions</li><li>b. Maintain accurate records</li><li>c. Recognize unusual or threatening situations</li><li>d. Accurately copy and record figures</li><li>e. Perform routine maintenance on equipment</li><li>f. Calculate fractions, decimals and percentages</li><li>g. Work flexible hours</li><li>h. Read analog and digital figures</li></ol></li></ol>
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<p>and equipment</p> <ul style="list-style-type: none"><li>16. Changes chlorine tanks</li><li>17. Loads chemical tanks</li><li>18. Loads and unload delivery trucks</li><li>19. Answers telephones, directs calls and takes messages</li><li>20. Maintains and increases knowledge and skills</li><li>21. Performs additional duties and assignments, as required</li></ul>	<ul style="list-style-type: none"><li>i. Climb stairs, ship ladders and straight-up ladders</li></ul>
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