



CITY OF NORMAN
Employment Announcement
REVISED

Human Resources Department
 201 C. West Gray

P.O. Box 370
 Norman, OK 73070

Phone: (405) 366-5482
 Web: www.NormanOk.gov

JOB TITLE: Plant Operator **JOB CODE:** 07
DEPARTMENT: Utilities - Water Treatment Division
SALARY: \$15.17 - \$18.42 per hour (Depending on certification)
STARTING DATE: ASAP
JOB LOCATION: 3000 East Robinson
WORK PERIOD: Monday – Wednesday, three (3) 8:00 a.m. – 4:00 p.m. shifts and Friday – Saturday,
 two (2) 12:00 a.m. – 8:00 a.m. shifts. Must be able to work all shifts, as needed.
REPORTS TO: Utilities Supervisor or Utilities Superintendent

MINIMUM QUALIFICATIONS:

Education and Experience: High school diploma or equivalent. Any experience which provides the required knowledge, skills, and abilities. Experience in water plant operations preferred. **Licenses and Certifications:** Must have a valid Oklahoma Driver's License and satisfactory driving record. Applicant must have or acquire an Oklahoma Department of Environmental Quality Water Operator's Certification, Class D within 3 months of employment. **Knowledge:** Pumps, motors, and valves. Basic laboratory testing procedures. EPA and state regulations. Proper sampling techniques. **Skills:** Following oral and written instructions. Using hand tools and repairing equipment. Recognizing operating problems and assessing the correct response. Computing basic mathematical equations. Running tests and handling potentially hazardous chemical compounds. Effective interpersonal skills in communicating with co-workers and the general public. **Mental and Physical Abilities:** Ability to concentrate and pay close attention to detail. Substantial amount of physical effort required to climb/descend stairs and ladders for constant standing and walking. Ability to lift and carry heavy (50-75 lb.) materials occasionally. Ability to maintain regular, predictable and punctual attendance. **Additional Information:** Applicant must have telephone or number where he/she may be reached. Selected applicant must pass physical examination, drug screen, and background investigation. Daytime shifts are considered Relief Personnel.

DUTIES AND RESPONSIBILITIES:

Essential Functions: Collects samples and performs required analysis. Checks water pH and chemistry, analyzes to determine proper feed rates of treatment chemicals. Checks equipment for proper operation. Cleans equipment and work area. Updates operation logs, both hand written and computer generated, several times per shift as needed. **Examples of Other Major Responsibilities:** Inspects equipment. Waters shrubs and grounds. Relieves other operators, if needed for weekend shifts, evening shifts, and midnight shifts. Performs general housekeeping duties in main building and chemical building. Performs related duties as required.

WORKING CONDITIONS:

Frequent exposure of up to 80% of work time to dirt, dust, extreme temperatures, noise, and noxious fumes and odors. On call 24 hours a day, 7 days a week for emergencies.

	11/2/11		11/2/11
Human Resources Director/Designee	(date)	Department Head/Designee	(date)
October 31 through November 11, 2011			11/2/11
RECRUITMENT PERIOD		Requesting Supervisor/Designee	(date)

EQUAL OPPORTUNITY EMPLOYER