

Plant Operator I—non-exempt Grade 33

City of Muskogee

Updated 08/2019



CLASS TITLE: Plant Operator I (Pollution Control Plant Division)

PURPOSE OF THE CLASSIFICATION:

Responsible for the operation and maintenance of a pollution control or water purification plant on an assigned shift and performs related work as required.

ESSENTIAL TASKS:

- Assists in repair of pipes, pumps, motors, all chemical machines, air compressors and filters and related equipment.
- Mows grass, paints buildings and mechanical equipment and performs general cleanup duties as directed. Operates all departmental motorized equipment for which qualified and as assigned.
- Performs and/or assists in performing general maintenance on accelerators and settling basins and digesters, as well as all plant machines and equipment.
- Collects samples within the system. Performs laboratory analyses as assigned; records and maintains accurate records of analyses.
- Able to analyze laboratory reports and make decisions on proper steps of treatment to obtain permit quality of water.
- Assists in handling chemicals and oversees distribution, either in bulk or small quantities.
- Records boiler, sludge, gauge and pump readings.
- Ability to make computations for chemical feed and flow rates necessary to keep plant in compliance with state health department and EPA rules and regulations.
- May be required to fill in for an Operator II on a temporary or a regular basis as assigned.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

REPORTING RELATIONSHIPS:

The Plant Operator I reports directly to the Operations Supervisor or Pollution Control Plant Chief Operator.

The Plant Operator I does not have any direct reports or supervisory responsibilities.

QUALIFICATIONS:

Training and Experience: High school diploma or equivalent. One year of experience in the operation and maintenance of stationary mechanical equipment or maintenance labor or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Knowledge of the functions and operating principals of mechanical equipment such as motors, pumps and other equipment related to the operation of a complex plant. Ability to read and understand operation and maintenance manuals of a complex nature. Ability to understand and follow oral and written instructions and to maintain routine operating records.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a key board and telephone. Occasional sitting and standing is required. Frequent lifting and carrying of objects up to sixty (60) pounds. Occasional lifting and carrying of objects weighing over sixty (60) pounds. Occasional reaching, balancing, stooping, kneeling, crawling,

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twisting, handling and repetitive movements. Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required. Must possess and maintain a Class "D" Waterworks or Sewage Works license or ability to obtain within nine (9) months from appointment.

WORKING ENVIRONMENT: Work in this classification is both indoors and outdoors. Will travel to other City locations as required. Requires ability to work weekends, holidays and irregular hours. Requires ability to maintain on-call status. Will be subjected to confined spaces.

Notice: This classification is a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or the Oklahoma Medical Marijuana laws. As a "safety sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process or the consequences of testing positive for marijuana.

STARTING PAY: \$12.25/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: During the training phase the work hours will be Monday through Friday, 8:00 a.m. to 4:30 p.m. After training is complete the operator may be required to work any shift needed to maintain coverage 24 hours a day/365 days a year. This may include weekends and holidays.

WORK LOCATION: City of Muskogee Public Works Department, Pollution Control Plant Division, 5000 East Hancock, Muskogee, Oklahoma.

RESUMES MAY BE SUBMITTED BUT WE REQUIRE THAT OUR [EMPLOYMENT APPLICATION BE COMPLETED AND SUBMITTED ALSO.](#) We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 229 West Okmulgee Avenue (the three story red brick building (Muskogee Municipal Building) at the southeast corner of 3rd Street and Okmulgee Avenue). The Human Resources Department is located on the First Floor, Room 102. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position. It will be open until filled.

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