JOB DESCRIPTION

Class Title: Water Plant Operator

Department(s): Water

Reports to: Water Superintendent

Date: May 22, 2026

SUMMARY:

Under general supervision, performs a wide variety of skilled, semi-skilled duties in the installation, repair and maintenance of systems used in the operation of the City of Marceline Water Department including the potential for water distribution; and performs related work as assigned. This includes the operations of the water treatment plant and equipment, collecting and testing of water, recording data, adjusting chemical feed pumps, as well as maintenance of the water plant and possibly water distribution lines. Employee will also be required to operate and maintain a range of construction equipment, including a variety of power and hand tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reads Utility Meters
- Assists with the planning scheduling and implementation of construction, maintenance, repairs, operation, and construction activities designed to provide quality water service for the city
- Inspects and/or repairs, reservoir, pumps, motors at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Maintains a variety of records relating to inspections, maintenance activity, utility locations, etc
- Coordinates with City Hall on Work Orders and Customer Requests / Complaints
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use
- Drive trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment
- Operates light and medium-sized construction and power equipment, such as water jet, sewer rod, truck or backhoe/loader
- Make additions/corrects to map books
- Performs required labor involved in construction and maintenance projects as part of a crew.
- Services water supply and other pumps
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department
- Does require weekends, and holidays on a rotating on call basis.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs operations of the SCADA system.
- Performs other related duties as required and/or assigned.
- The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

DESIRABLE BASIC TRAINING AND EXPERIENCE:

Must be eighteen (18) years of age and possess a High School diploma or training equivalent. Must have a valid State of Missouri Driver's License. Possess CDL certification, or the ability to obtain one within six months. Water licenses preferred. Once Hired future licenses will be required.

RESIDENCY REQUIREMENTS:

Must reside within a 35-mile radius of the City of Marceline within six (6) months of hire as per the Personnel Policy Manual Section 204: Residency Requirements.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction and repair activities
- Skill in operating listed tools and equipment
- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to perform heavy manual tasks for extended periods of time
- Ability to observe proper safety precautions and to work safely
- Ability to communicate effectively verbally and in writing
- Ability to work in inclement weather
- Establish successful working relationships with other employees, supervisors and the public
- Ability to understand and carry out written and oral instruction
- Ability to maintain cooperative and constructive working relationships.
- Able to communicate by talking/hearing with both other employee's and citizens
- Experience with Microsoft Excel and Word
- Familiarity with Math and Chemistry
- Willingness to obtain Licenses along with future cross training

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, sewer jet, sewer rod, man lift, tamper, plate compactor, saws, pumps, compressors, common hand and power tools, shovels, wrenches, detection devises, mobile radio, phone, and ditch witch, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 75 pounds and carry a distance of ten feet and occasionally lift and/or move up to 100 pounds
- Must be able to stand in one place for extended periods of time.
- Be able to use basic hand signal., Handle, feel or operate objects, tools or controls and reach with hands and arms.
- Must be able to stand and talk or hear.
- Must be able to perform continuous walking, balancing, bending, stooping, kneeling, and crouching functions.
- Can perform frequent motions of sitting, standing, reaching, twisting at waist, climbing, and crawling.

- Ability to smell to diagnose problems.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Be able to hear in the normal audio range with or without correction.
- Position requires the ability to work in confined spaces.
- Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions and is frequently exposed to wet, cold, hot, or humid conditions.
- The employee frequently works near moving mechanical parts and vibration.
- The employee occasionally works in high precarious places or in approved ditches and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

LICENSE REQUIREMENTS

- Drinking Water Treatment: Class D-A (only after 6-month probation complete)
- MoDNR Distribution licenses as City requests

OTHER:

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- Selection Guidelines: formal application, rating of education and experience, oral interview and reference checks, job related tests may be required.

Approval:

_____ ___5/22/2026_____

City Manager Date