



City of *NAPOLEON*, Ohio

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WATER TREATMENT PLANT – OPERATOR

The City of Napoleon is seeking qualified applicants for the position of Water Treatment Plant Operator (apprentice, operator I, II, or III). The primary objective of this position, under direct supervision of the Water Treatment Superintendent, is performing tasks in the operation, maintenance, and repairs of the City's water treatment plant. Qualified individuals must have the ability to work on weekends and holidays as required.

High school diploma or equivalent, plus one (1) year of general maintenance experience which includes duties in plumbing, mechanical, electrical, and building maintenance is required. Applicant must currently hold a State of Ohio Water Operator license or have the ability to obtain certification within two (2) years from the date of employment, in addition to laboratory EPA certification. Applicant must possess a valid State of Ohio Driver's License.

This is a full-time position with a pay rate of \$19.37 - \$35.36 per hour, dependent on certifications and experience. Additional benefits include, paid holidays, eligibility for health benefits, paid time off, as well as participation in the Ohio Public Employees Retirement System (OPERS).

Application forms are available at the City of Napoleon Administration Building, 255 W. Riverview, Napoleon and at **www.napoleonohio.com**. Applications will be accepted until 4:00 p.m. on Friday, June 12, 2026. Submit completed applications and resumes to:

Emily Meyer, Human Resources Director
c/o City of Napoleon
P.O. Box 151
Napoleon, OH 43545

Or emailed to: emeyer@napoleonohio.com

The City of Napoleon is an Equal Opportunity Employer.

City of Napoleon

Apprentice Water Treatment Plant Operator

Department: Water Treatment
Reports To: Water Superintendent
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Lori Siclair, City Manager
Approved Date: May 29, 2026

SUMMARY

This is an entry level position in which the employee gains the proper knowledge and experience to perform routine plant operation work required of a Class I Operator to adequately supply safe and potable water for public use. Work is performed in accordance with procedures outlined by the Water Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Trained in the theory of operating a Water Treatment Plant
- Under direction learns the proper procedures to operate, oil and adjust machinery.
- Under direction makes regular inspections of plant and equipment for proper operation at all times.
- Under direction starts and stops filter machinery and pumps, regulate valves and observes flow dials.
- Under direction adds chemicals according to prescribed standards.
- Under direction draws samples of water for laboratory tests and analysis. Assists in running the tests under supervision.
- Under direction keeps records of results of laboratory tests.
- Under Direction learns how to clean and sterilize laboratory glassware and equipment.
- Under direction learns how to operate equipment for filling the feeders with alum and soda ash.
- Under direction learns how to clean and backwash filters.
- Under direction learns how to operate sludge removal equipment.
- Under direction learns how to make repairs to pumps, motors, purification equipment and other machinery.
- Under direction learns how to read gauges and keep proper logs of readings.
- Under direction learns proper procedure in making routine repairs and servicing equipment.
- Under direction keeps daily time and operation sheets.

QUALIFICATIONS

- Employee will be required to attend and pass the Basic Training Water Course I offered by the Operator Training Committee of Ohio.
- Some knowledge of math and general chemistry
- Some mechanical skill
- Some ability to keep records and process reports
- Ability to complete required training courses

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent.
- One (1) year of general maintenance experience which included duties in plumbing, mechanical, electrical and building maintenance.
- A Water Works Operator I License issued by the State of Ohio EPA or an equivalent license from another state along with the above experience is preferred.

LANGUAGE SKILLS

- Must be able to communicate effectively verbally and in writing.

REASONING ABILITY

- Must be able to understand and carry out complex oral and written directions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid State of Ohio Driver's License.
- Must be certified by the State of Ohio as a Water Works Operator I within two (2) years from the date of appointment. An individual with an equivalent license from another state must obtain a State of Ohio Water Operator I License within one (1) year from the date of appointment.
- Must obtain Laboratory EPA certification.

PHYSICAL DEMANDS:

- Must be able to lift and move fifty (50) pounds and up to one hundred (100) pounds on occasion.
- Must be able to climb a ladder.

WORK ENVIRONMENT

This job is performed on-site unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Water Treatment Plant Operator I

Department: Water Treatment
Reports To: Water Superintendent
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Lori Sicclair, City Manager
Last Updated: May 29, 2026

SUMMARY

Performs routine tasks in the operation of a Water Treatment Plant; does related work as required. This is routine but responsible plant operation work. The ultimate responsibility of a Water Treatment Plant Operator at any level is the provision of an adequate supply of safe and potable water for public use. The work is performed in accordance with State and local regulations. Works under the general guidance and direction of the Water Superintendent and Chief Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Operates, oils and adjusts machinery.
- Makes regular inspections of plants and equipment to ascertain that it is in proper operation at all times.
- Starts and stops filter machinery and pumps, regulates valves and observes flow dials.
- Adds chemicals according to prescribed standards
- Draws samples of water for laboratory tests and analysis and assists in running the tests.
- Keeps record of results of laboratory tests.
- Cleans and sterilizes laboratory glassware and equipment.
- Adds chemicals according to prescribed standards.
- Cleans and backwashes filters
- Operates sludge removal equipment
- Makes repairs to pumps, motors, purification equipment and other machinery.
- Reads gauges and keeps logs of reading.
- Makes routine running repairs and services equipment.
- Keeps daily time and operation sheets.
- Sweeps and keeps building clean.
- Establishes reagents and calibrate standards

QUALIFICATIONS

- Some knowledge of modern water treatment plant principles and operating practices.
- Mechanical skill.
- Ability to keep records and make reports.
- Ability to work with others.
- Willingness to complete required training courses.
- Dependable.
- Must be able to make simple mathematical calculations.
- Understands Rules and Regulations set by the Ohio EPA.

EDUCATION and/or EXPERIENCE:

- Some experience in the operation of a water treatment plants as a water treatment plant operator trainee
- High school diploma or equivalent; or combination of experience and training which provides the required knowledge's, skills and abilities.

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language.

REASONING ABILITY

- Ability to understand and carry out complex oral and written directions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a Class I Operators Certificate.
- Must possess and maintain a valid Ohio Driver's License.
- Must be Laboratory Certified by the EPA in Chemistry

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must be able to work weekends and Holidays on.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Water Treatment Plant Operator II

Department: Water Treatment
Reports To: Water Superintendent
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Lori Siclair, City Manager
Last Updated: May 29, 2026

SUMMARY

Performs routine tasks in the operation of a Water Treatment Plant; does related work as required. This is routine but responsible plant operation work. The ultimate responsibility of a Water Treatment Plant Operator at any level is the provision of an adequate supply of safe and potable water for public use. The work is performed in accordance with State and local regulations. Works under the general guidance and direction of the Water Superintendent and Chief Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Performs detailed laboratory and biological tests.
- Leads in and oversees maintenance and makes general running repairs to motors, valves and other plant equipment.
- Prepares reports on all unusual occurrences.
- Operates, oils and adjusts machinery.
- Makes regular inspections of plants and equipment to ascertain that it is in proper operation at all times.
- Starts and stops filter machinery and pumps, regulates valves and observes flow dials.
- Adds chemicals according to prescribed standards
- Draws samples of water for laboratory tests and analysis and assists in running the tests.
- Keeps record of results of laboratory tests.
- Cleans and sterilizes laboratory glassware and equipment.
- Adds chemicals according to prescribed standards.
- Cleans and backwashes filters
- Operates sludge removal equipment
- Makes repairs to pumps, motors, purification equipment and other machinery.
- Reads gauges and keeps logs of reading.
- Makes routine running repairs and services equipment.
- Keeps daily time and operation sheets.
- Sweeps and keeps building clean.
- Inspects and maintains intake towers, Miex and water plant
- Runs and calibrates meters in lab
- Establishes reagents and calibrate standards
- Utilizes computer for data entry of records and other related documents.

QUALIFICATIONS

- Good knowledge of the operation and maintenance of water treatment plant equipment;
- Ability to make mechanical repairs;
- Ability to work with others;
- Ability to plan work;

- Ability to prepare reports;
- Willingness to complete required training courses;
- Dependable
- Must be able to work weekends and Holidays on a rotating shift.
- Understands Rules and Regulations set by the Ohio EPA.

EDUCATION and EXPERIENCE:

- Considerable experience in water treatment plant operation and maintenance at the level of Water Treatment Plant Operator I and completion of a standard high school course, including or supplemented by courses in chemistry and related subjects or any equivalent combination of experience and training which provides the required knowledge's, skills and abilities.

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language.

REASONING ABILITY

- Ability to understand and carry out complex oral and written directions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a Class II Operators Certificate (EPA).
- Must possess a valid Ohio Driver's License.
- Must be laboratory certified and microbiological/chemistry.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

Water Treatment Plant Operator III

Department:	Water Treatment
Reports To:	Water Treatment Superintendent
FLSA Status:	Hourly (Non-Exempt)
Civil Service:	Classified (Non-Competitive)
Union:	AFSCME
Approved By:	Lori Siclair, City Manager
Last Updated:	May 29, 2026

SUMMARY:

Performs routine tasks in the operation of a Water Treatment Plant; does related work as required. This is routine but responsible plant operation work. The ultimate responsibility of a Water Treatment Plant Operator at any level is the provision of an adequate supply of safe and potable water for public use. The work is performed in accordance with State and local regulations. Works under the general guidance and direction of the Water Superintendent and Chief Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Inspects and maintains intake, towers, and water plant
- Collects samples for laboratory tests
- Conducts chemical tests and analysis
- Runs and calibrates meters in lab
- Establishes regents and calibrate standards
- Makes repairs to pumps, motors and equipment
- Utilizes computer for data entry of records and other related documents.
- Reports needs for major equipment repairs
- Keeps records and makes reports
- Operates, oils and adjusts machinery.
- Makes regular inspections of plants and equipment to ascertain that it is in proper operation at all times.
- Starts and stops filter machinery and pumps, regulates valves and observes flow dials.
- Adds chemicals according to prescribed standards
- Draws samples of water for laboratory tests and analysis and assists in running the tests.
- Keeps record of results of laboratory tests.
- Cleans and sterilizes laboratory glassware and equipment.
- Adds chemicals according to prescribed standards.
- Cleans and backwashes filters
- Operates sludge removal equipment
- Makes repairs to pumps, motors, purification equipment and other machinery.
- Reads gauges and keeps logs of reading.
- Makes routine running repairs and services equipment.
- Keeps daily time and operation sheets.
- Sweeps and keeps building clean.
- Performs other related work as required of a class 3 operator.

QUALIFICATIONS

- Must have thorough knowledge of mode in water treatment plant principles and operating practices.
- Must have mechanical ability.
- Must be able to plan and work with others.
- Must be able to keep records and make reports.
- Must be dependable.
- Must be able to make simple mathematical calculations.
- Understands Rules and Regulations set by the Ohio EPA.

EDUCATION and/or EXPERIENCE

- Graduation from high school or a GED equivalent; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Must have considerable experience at the level of a Water Treatment Plant Operator II.

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language.

REASONING ABILITY

- Ability to understand and carry out complex oral and written directions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a Ohio Water Treatment Plant Operator Class III certification.
- Must possess a valid Ohio Driver's License.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must be able to work weekends and Holidays on a rotating shift.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.