



CITY MANAGER'S OFFICE
CITY OF NEWARK

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POSTED: July 18, 2025

WATER PLANT OPERATOR I & II

The City of Newark is recruiting one (1) candidate for a Water Plant Operator (WPO) position in the Water Division of Public Works & Water Resources. The position is responsible for the operation and maintenance of our water treatment plants, storage facilities, and booster stations. Position hourly ranges are \$31.67-\$40.42 (WPO I) and \$33.48-\$42.72 (WPO II). Placement is determined by experience and certification. Excellent fringe benefits include employer paid individual healthcare, traditional pension, sick leave, and paid time off.

This is a new position that was added to expand a dedicated group of five (5) Water Plant Operators under the direction of the Senior Water Plant Operator and Water Operations Superintendent. Water utility experience is strongly desired along with the ability to work a 12-hour, night shift schedule that will include weekends and holidays. Positions have ample opportunity for overtime assignments. An active Delaware Water Supply Operator License is preferred, while training is available to obtain the license within 18 months of hire date. Must be a high school graduate or equivalent (GED) and possess a valid driver's license, and a good driving and work record.

Interested individuals can review a full job description online and must complete an application at www.newarkde.gov/jobs by **4:00 p.m. Friday, August 1, 2025.**

The City of Newark is an equal opportunity employer that is committed to inclusion and diversity. We are dedicated/committed to providing equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.



City of Newark, Delaware Position Classification Plan

Job Title:	Water Plant Operator I		
Employee Classification:	AFSCME 3919	Emergency Status:	Emergency Essential
Department:	PW&WR	Salary Grade:	300
Division:	Water		
Nature of Work			
This position is responsible for the operation and routine maintenance of water production and storage facilities and sanitary sewer pumping stations. The work is performed according to narrowly prescribed guidelines and under limited supervision. This position requires regularly scheduled rotating shift work and emergency response.			
Illustrative Examples of Work			
<ol style="list-style-type: none"> 1. Operate and perform routine maintenance to equipment at water treatment plants, water and sewer pumping stations, water storage tanks, meter and valve pits, and automation and controls equipment. 2. Assist coworkers perform maintenance tasks as directed by Senior Water Plant Operator. 3. Adjust water production from various sources to satisfy system demands. 4. Monitor and adjust treatment processes to ensure water quality parameters and efficiency meet the City standards. 5. Maintain and calibrate equipment and instruments. 6. Maintain written and electronic records of activities as assigned. 7. Take necessary measures to ensure all chemicals and equipment are used in a safe manner with appropriate PPE. 8. Inspect equipment for proper and safe operation. 9. Operate city vehicles and small equipment. 10. Perform routine preventative maintenance and cleaning for assigned vehicle and reporting defects to supervisor. 11. Respond to emergency calls during scheduled shifts and be able to accurately discuss details with field supervisors and utilize customer service skills during interactions with residents. 12. Perform other related duties as required. 			
Employment Standards			
Experience:			
<ol style="list-style-type: none"> 1. Water utility experience preferred. 2. Ability to operate a variety of tools in the performance of routine maintenance and minor repair of equipment. 3. Knowledge and experience with the current methods and techniques used in the operation and maintenance of water production and storage facilities and sanitary sewer pumping stations. 4. Familiarity with Supervisory Control and Data Acquisition (SCADA). 5. The ability to understand and follow verbal, written, and electronic instructions. 6. The ability to prepare routine, written reports, and enter data into electronic forms. 7. Ability to communicate using Microsoft Office products such as Outlook, Word, and Excel. 8. The physical skills necessary to perform the duties of the position. 9. The ability to establish and maintain effective working relationships with City employees, elected officials, and the general public. 10. Initiative and willingness to expand technical knowledge through on-the job and formal training. 11. Tact, courtesy, integrity, and dependability. 			



City of Newark, Delaware Position Classification Plan

12. Any combination of experience and training which provides an equivalent to the minimum desirable employment standards.


Education and Certification:

1. Graduation from high school or completion of GED.
2. Progress toward Delaware Certified Water Treatment Operator's Base Level License, which includes Hypochlorination, Flow < 500 GPM at 20psi, and Approved Sampler Tester (AST) endorsements within a 6-month probation period. Base Operator License must be achieved within 18 months of hire.
3. Possession of a valid driver's and a satisfactory driving record.

Essential Job Standards

1. Ability to sit, stand, and kneel for an extended period of time in the work environment.
2. Ability to walk and navigate uneven surfaces in the work environment.
3. Ability to lift and carry related materials/parts of at least 50 pounds while utilizing proper safety measures.
4. Lift materials, as needed, overhead to complete job tasks.
5. Ability to type on a keyboard, use a mouse, and view monitors and equipment displays.

Approved By:



City Manager

Date



City of Newark, Delaware Position Classification Plan

Job Title:	Water Plant Operator II		
Employee Classification:	AFSCME 3919	Emergency Status:	Emergency Essential
Department:	PW&WR	Salary Grade:	301
Division:	Water		
Nature of Work			
This position is responsible for the operation and routine maintenance of water production and storage facilities and sanitary sewer pumping stations. The work is performed according to narrowly prescribed guidelines and under limited supervision. This position requires regularly scheduled rotating shift work and emergency response.			
Illustrative Examples of Work			
<ol style="list-style-type: none"> 1. Operate and perform routine maintenance to equipment at water treatment plants, water and sewer pumping stations, water storage tanks, meter and valve pits, and automation and controls equipment. 2. Assists coworkers perform maintenance tasks as directed by Senior Water Plant Operator. 3. Adjust water production from various sources to satisfy system demands. 4. Monitor and adjust treatment processes to ensure water quality parameters and efficiency meet the City standards. 5. Maintain and calibrate equipment and instruments. 6. Maintain written and electronic records of activities as assigned. 7. Take necessary measures to ensure all chemicals and equipment are used in a safe manner with appropriate PPE. 8. Inspect equipment for proper and safe operation. 9. Operate city vehicles and small equipment. 10. Perform routine preventative maintenance and cleaning for assigned vehicle and reporting defects to supervisor. 11. Respond to emergency calls during scheduled shifts and be able to accurately discuss details with field supervisors and utilize customer service skills during interactions with residents. 12. Perform other related duties as required. 			
Employment Standards			
Experience:			
<ol style="list-style-type: none"> 1. Three (3) years relevant water utility maintenance or water treatment plant experience required. 2. Ability to operate a variety of tools in the performance of routine maintenance and minor repair of equipment. 3. Knowledge and experience with the current methods and techniques used in the operation and maintenance of water production and storage facilities and sanitary sewer pumping stations. 4. Familiarity with Supervisory Control and Data Acquisition (SCADA). 5. The ability to understand and follow verbal, written, and electronic instructions. 6. The ability to prepare routine, written reports, and enter data into electronic forms. 7. Ability to communicate using Microsoft Office products such as Outlook, Word, and Excel. 8. The physical skills necessary to perform the duties of the position. 9. The ability to establish and maintain effective working relationships with City employees, elected officials, and the general public. 10. Tact, courtesy, integrity, and dependability. 11. Initiative and willingness to expand technical knowledge through on-the job and formal training. 			



City of Newark, Delaware Position Classification Plan

12. Any combination of experience and training which provides an equivalent to the minimum desirable employment standards.

Education and Certification:

1. Graduation from high school or completion of GED.
2. Possession of a Certified Treatment Operator's Base Level License, including Hypochlorination, Flow <500 GPM at 20psi, and Approved Sampler Tester (AST) endorsements.
3. Six (6) Additional endorsements per current AFSCME Local 3919 Contract.
4. Possession of a valid driver's and a satisfactory driving record.

Essential Job Standards

1. Ability to sit, stand, and kneel for an extended period of time in the work environment.
2. Ability to walk and navigate uneven surfaces in the work environment.
3. Ability to lift and carry related materials/parts of at least 50 pounds while utilizing proper safety measures.
4. Lift materials, as needed, overhead to complete job tasks.
5. Ability to type on a keyboard, use a mouse, and view monitors and equipment displays.

Approved By:



City Manager

4/14/25

Date