

CITY OF STRUTHERS

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title:	Operator –Wastewater Treatment Plant	Name:	
Employment Status:	Full-time	Dept./Div.:	Waste Water Treatment Plant
FLSA Status:	Non-Exempt	Reports To:	Wastewater Treatment Plant Manager/Asst. Manager/Lead Operator

GENERAL DESCRIPTION:

Under the general supervision of the Manager, Assistant Manager, and Lead Operator of the Wastewater Treatment Plant, responsible for correct operation, monitoring, and recoding of activities of a group of dewatering, chemical feeding, pumping, and general mechanical appurtenances of the wastewater treatment plant.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) supplemented by the completion of approved course work in wastewater treatment. Considerable experience in operation and maintenance of wastewater treatment pumping stations and treatment plants preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a Class I, II, or higher certification in wastewater treatment as issued and recognized by the Ohio Environmental Protection Agency (OEPA) unless lesser licensure is required by the OEPA for the City's plants. Must possess a valid State of Ohio driver's license. Must remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* municipal sewer systems; geography and soil characteristics of the City;* supervisory methods and proper maintenance, use, and utilization of men, machinery, and materials; physical, chemical, and bacteriological processes involved in wastewater treatment; safety practices and procedures; two-way radio operations; water distribution systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; utility construction, maintenance, and repair; vehicle maintenance and repair; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

Skill in: typing; computer operation; computer programs (e.g., Microsoft Office); motor vehicle operation; use or operation of medium to heavy equipment; use of bench and/or hand tools; use of mechanics' tools and equipment; use of wastewater testing equipment.

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Ability to: make operational decisions recognizing established precedents and practices; use resourcefulness and tact in meeting new problems; plan and direct the work of subordinate personnel; make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems; carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; perform medium manual labor; diagnose and recommend remedial measures concerning plant operations, maintenance, and water pollution control problems.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Performs wastewater collection and treatment functions; observed operation of plant and equipment, reads meters and gauges and makes operating adjustments and repairs to plant and equipment; Reads log book of previous shift operations to determine the occurrence of conditions requiring special attention during shift; operates various chemical, electrical and electronic testing devices and equipment; monitors wastes generated by wastewater treatment processes; runs a variety of tests when required in plant laboratory (e.g., routine control and raw water quality tests on total solids, suspended solids, fixed solids, volatile solids, settleable solids, dissolved oxygen content, five (5) day biochemical oxygen, etc.); operates pumps, electric motors, metering equipment, and chlorinating equipment.
- (2) Inspects entire plant on assigned shifts; takes and records required readings and checks motors, pumps, gas meters, air compressors, sludge scraper, electrical panels, air conditioners, grit collectors, heating units, air monitoring equipment in classified buildings, and a variety of other gauges, charts, and equipment;
- (3) Maintains a variety of records and logs pertinent to economic control of plant operations and prepares and submits reports when requested (e.g., EPA standards, computerized systems, etc.); maintains daily records of wastewater pumped, electricity, and chemicals used.
- (4) Makes a variety of adjustments and running repairs, to machinery and equipment; refers major repair to Lead Operator, Manager, and Assistant Manager; provides general supervision to operators of a lower classification and instructs and insures

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appropriates safety precautions are being observed; proportion proper amount of chemicals (i.e., alum to be mixed with secondary sludge according to prescribed formula.); mixes chemicals with designated quantities of water in order to produce a sludge cake from digested or raw sludge suitable for economical centrifuging; maintains records of centrifuge operations pertinent to economic control of the dewatering system.

- (5) Performs such general custodial work as is necessary (e.g., washing windows, painting equipment, keeping machinery free of dust and oil, shoveling snow, etc.); assists in the skilled mechanical and electrical work in the maintenance, installation, and repair of pumps, electric motors, feeders, and allied equipment when necessary.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates reasonable and predictable attendance; subject to call-out twenty-four (24) hour, seven (7) days per week.
- (8) Maintains required licenses and/or certificates.

OTHER DUTIES AND RESPONSIBILITIES:

- (9) Performs other related duties as required or assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Pickup truck, front-end loader, tractor, mower, and other hand and power tools. Modern office equipment such as telephone, calculator, photocopier, computer, computer printer, fax and other office tools. Safety devices/equipment and Site Specific Personal Protective Equipment (PPE). Laboratory equipment. Electrical and mechanical motors.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by

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chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts such as motor shafts, belts, chain on clarifier drive, bar screw, etc.; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mists, fumes, or vapors; may be exposed to blood borne pathogens; has occupational exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, and/or weekends; lifts and carries objects weighing up to 75 pounds; may be required to move objects weighing several hundred pounds; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered Medium Work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Approval of Appointing Authority) _____ (Date)

(Employee Signature) _____ (Date)

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