

**TITLE:** Wastewater Treatment Plant Operator of Record

**JOB OBJECTIVES:** Perform responsibly the duties of operation, maintenance, repair, and process control of both treatment plant and collection system.

**ESSENTIAL JOB FUNCTIONS:**

- Submit all EPA reports as required by the NPDES permit.
- Utilize all appropriate resources for timely, safe and effective work progression.
- Understand and follow work practices that support personal and operational safety. Maintain operating systems within designated limits and performance ratings.
- Record data from charts, meters, graphs, instruments and SCADA into required records and journals.
- Troubleshoot failures of equipment, controls and treatment processes using appropriate resources to resolve problem.
- Assist in performing mechanical, electrical, signal, plumbing, HVAC repairs and service.
- Perform work from ladders and man lift as required. Work within confined spaces utilizing appropriate procedures, devices and personal protective gear.
- Perform a wide range of maintenance and repair services throughout the facilities including grounds and structures.
- Understand sampling schedules, techniques and preservation protocol. Perform routine lab analysis, maintain records and interpret results.
- Perform cleaning, painting, scrubbing, washing, hosing, sweeping, mowing and related housekeeping tasks to maintain appearance and general upkeep off the facilities.
- Support and co-operate with other Village staff.
- Demonstrate regular and predictable attendance.
- Operate a vehicle as needed to perform essential functions.

**JOB REQUIREMENTS:**

**EQUIPMENT:** Properly operate and utilize the following: automobile/truck, tracked or rubber tire excavating equipment, lawn care equipment, various stationary and portable hand tools, pumps, hoists, generators, diagnostic and laboratory test instruments, computer.

### **CRITICAL SKILLS/ EXPERTISE:**

- Knowledge of safety practices and Ohio and Federal environmental laws and regulations.
- Knowledge of Village policies and procedures.
- Ability to use word processing and spreadsheet applications.
- Knowledge of wastewater treatment processes and plant operations.
- Ability to read and understand technical manuals, mechanical drawing/blueprints, parts and electric schematics.
- Knowledge of sampling procedures sample preservation, laboratory practices and chemical analysis.
- Ability to work alone or in conjunction with other Village personnel.
- Ability to present a respectful image and conduct in all matters of public interaction.
- Ability to accept overtime assignments, i.e. extension of workday, weekend, holiday, emergency call-out.

### **JOB STANDARDS:**

High School diploma or G.E.D. is required. Must possess and keep current a **minimum** of an Ohio EPA Wastewater II certification.

### **DIFFICULTY OF WORK:**

Work involves moderately complex, relatively simple standardized tasks, processes and operations following established laws and procedures.

### **RESPONSIBILITY:**

Supervisor provides general guidance, support and performance intervention as necessary to ensure employees adherence to Village policies.

### **PERSONAL WORK RELATIONSHIPS:**

Incumbent has contact with co-workers and the general public. Employee must display courteous, cooperative and professional conduct with associates and community.

## **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

**Physical requirements:** Work includes various lifting of up to one hundred (100) pounds. Employee must have the strength and dexterity to properly and safely utilize vehicles and other powered apparatus, equipment and tools.

**Physical activity:** Employee may/will perform the following activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving and repetitive motions.

**Visual activity:** Employee performs tasks involving hand to eye coordination, color and depth perception and peripheral sensory.

**Unusual demands:** Employee may be called out after normal work hours to evaluate and correct operational problems and will most often do so autonomously. Employee is routinely required to handle a variety of chemicals and other compounds.

**Job location:** Employee works inside and outside with temperatures that can/will range from below thirty two (32) degrees to above one hundred (100) degrees Fahrenheit for periods of time in excess of one (1) hour. Employees may occasionally be exposed to hazards and atmospheric conditions.

The duties listed are intended as illustrations of the type of work that may be performed. The omission of specific tasks does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employee contract and is subject to change as the needs of the employer and requirement of the job change.