

## **POSITION DESCRIPTION**

### OPERATOR CLASS I

Department: Wastewater Treatment Plant  
Location: Wastewater Plant

### GENERAL PURPOSE

Entry level wastewater treatment plant operator position. Performs a variety of skilled and technical work in the operation, repair, maintenance, and replacement of Village wastewater collection and treatment systems.

### SUPERVISION RECEIVED

Works under the general supervision of the Operator Class III- Foreman.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the maintenance of the wastewater collection system, treatment plant, and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES and other local, state and Federal regulations. Maintains landscaping and ground of wastewater treatment plant.

Assists in the maintenance and operation of activities designed to provide quality wastewater collection and treatment service for the village; provides construction and maintenance work at acceptable levels and in conformance to standards.

Repairs, maintains wastewater equipment, sewer collection systems, plant system pumps, pumping stations, meters, and treatment plant systems at frequent intervals to insure that all aspects of the systems are functioning properly. Tracks and ensures accounting of wastewater pumped through the wastewater collection and treatment system.

Analyzes wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.

Inspects main and lateral sewer installation for compliance with regulations and requirements, including televising of main lines, sewer jetting and smoke and dye-testing.

Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.  
Performs other tasks or duties as assigned or required.

### PERIPHERAL DUTIES

Attends required Ohio Environmental Protection Agency training programs and contact hours programs.

Serves on various employee or other committees as assigned.

### DESIRED MINIMUM QUALIFICATIONS

#### *Education and Experience:*

(A) Graduation from high school education or GED equivalent; Graduation from a two-year college or university with a degree in environmental science, public health, civil engineering, or a closely related field preferred; and

(B) Five (5) years of experience relating to the construction, repair and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment, or

(C) Any equivalent combination of education and experience;

#### *Necessary knowledge, Skills and Abilities:*

(A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; Considerable knowledge of sewer pipe installation, connection and repair; Considerable knowledge of wastewater treatment plant operation and maintenance.

(B) Skill in operation of the listed tools and equipment.

(C) Ability to interpret specific chemical and biological analyses; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to read, write and communicate effectively using the English language; Ability to establish and maintain effective working relationships with employees, other divisions and the public.

### SPECIAL REQUIREMENTS

Valid State Driver's license and Commercial Drivers License at time of hire. Possession of Class I Wastewater Treatment Plant Operations License at time of hire or promotion.

## TOOLS AND EQUIPMENT USED

Detection devices, including but not limited to: phosphorus, dissolved oxygen, spectrophotometer, ammonia, and carbon dioxide meters, balance scale, laboratory ovens, ammonia probe, mobile radio, phone, personal computer including word processing and other software, copy and fax machine; hand tools and power tools; belt press, sewer jet, backhoe, lawn mowers, dump truck, snow plow and trailer; hoists, jacks.

## 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk and hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. Employee is required to enter confined spaces such as manholes and vaults with appropriate safety equipment and training.

The employee must lift and/or move up to 50 pounds on a repetitive basis and up to 90 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## 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 works in all outside weather conditions. The employee works near moving mechanical parts and is exposed to hot, dry, cold, wet and/or humid conditions, snow, windy conditions and vibration. The employee performs works in precarious places 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 in field and plant settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, review of education and experience to determine Knowledge, Skills and Abilities; oral interview and reference check; job related tests may be required.

DISCLAIMER:

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.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee \_\_\_\_\_  
Date \_\_\_\_\_

Supervisor \_\_\_\_\_  
Date \_\_\_\_\_