

POSITION DESCRIPTION

TITLE: WASTEWATER OPERATOR

DEPARTMENT: Wastewater Plant

CLASSIFICATION: Full-time

GENERAL PURPOSE:

1. Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems.
2. Performs other related duties as required.

SUPERVISION RECEIVED: Works under the general supervision of the Superintendent of Wastewater Plant.

SUPERVISION EXERCISED: None generally. May serve as a lead worker over laborers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations.
2. Records statistical data concerning wastewater operations.
3. Maintains, operates, repairs and replaces equipment as necessary.
4. Charts lab test results for trend analysis and maintains accurate records of analyses and test results.
5. Evaluates data and writes reports as required.
6. Operates, maintains and repairs malfunctions at the wastewater treatment plant. Repairs gauges, pumps, filters and other controls and equipment.
7. Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and federal requirements. Gathers and tests wastewater samples for plant efficiency and performs wastewater samples as required by the EPA and reports as required.
8. Performs quality control tests on lab equipment and lab analyses. Evaluates procedures and results for accuracy and determines appropriate methods.
9. Assures that plant, collection system and wastewater system operates within required standards.
10. Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
11. Contains and disposes of hazardous wastes generated by the lab.
12. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other wastewater quality monitoring equipment.
13. Operates and maintains sewage pump stations; wastewater pumping stations, distribution lines, meters, cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
14. Reads customer electric and water meters for billing purposes.
15. Maintains records and maps of all sewer taps and services.

16. Operates a variety of power construction and maintenance equipment needed to construct and maintain water and wastewater operations.

PERIPHERAL DUTIES

1. Serves on various employee or other committees as assigned.
2. Maintains the drawings and schematics of electrical and other systems in the treatment plant.
3. Monitors performance of electrical systems, circuits or equipment of the treatment plant.
4. Assists other departments as needed.

DESIRED MINIMUM QUALIFICATIONS:

1. **Education and Experience:**
 - a. Graduation from high school education or GED equivalent.
 - b. Two (2) years of experience in wastewater treatment facility, or
 - c. Any equivalent combination of education and experience.
2. **Necessary Knowledge, Skills and Abilities:**
 - a. Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities.
 - b. Working knowledge of laboratory procedures and practices.
 - c. Skill in operation of some of the listed tools and equipment.
 - d. Ability to perform process control calculations.
 - e. Ability to work safely.
 - f. Ability to communicate effectively verbally and in writing.
 - g. Ability to establish and maintain effective working relationships with employees, other departments and the public.
 - h. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS:

1. Maintain in his/her possession a valid State of Ohio Drivers License and must maintain insurability with the Village of Oak Harbor insurance carrier.
2. Obtain Ohio EPA Wastewater Treatment Plant Operator License compatible to job classification. Wastewater Operator I must obtain EPA Class I license. Wastewater Operator II must obtain EPA Class II license. Wastewater Operator III must obtain EPA Class III license.

TOOLS AND EQUIPMENT USED: Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, two-way radio, phone, computers, calculator, and a variety of lab equipment.

PHYSICAL DEMANDS:

1. 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.

2. 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. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
3. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

1. 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.
2. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places, confined spaces and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.
3. The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

1. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. 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.

Revised: February 7, 2005; August 6, 2007; January 7, 2008