

POSITION DESCRIPTION

CITY OF COLUMBIANA

An Equal Opportunity Employer
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Job Title: WASTEWATER TREATMENT PLANT OPERATOR I

Department: Service

Immediate Supervisor: Wastewater Superintendent

Positions Supervised: None

JOB RESPONSIBILITIES:

Under direction, the Wastewater Treatment Plant Operator I assists with maintains the wastewater treatment facility, including plant, grounds, and related pumping station; conducts laboratory analysis; ensures chemical levels are monitored and maintained; performs inspections; and maintains records, reports, and supplies.

QUALIFICATIONS:

High school diploma or equivalent and a minimum of one (1) year progressive experience in wastewater plant operations or an equivalent combination of education, training and experience. Must possess a valid Ohio driver's license with an acceptable driving record and a Ohio Class I Wastewater Operator's certificate.

WORKING CONDITIONS:

The Wastewater Treatment Plant Operator I may be required to work a flexible schedule, including evenings and weekends, will work outdoors and may be exposed to adverse weather conditions.

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An individual who poses a direct threat to the health and safety of himself /herself or others in the workplace will be deemed not qualified for this position

Date Submitted: July 2001

Non-Exempt ☒ x]

Exempt ☐]

Admin. ☐] Prof. ☐] Exec. ☐]

CITY OF COLUMBIANA

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
• Department goals and objectives* • Department policies and procedures* • City services* • City NPDES permit* • Public relations principles and techniques* • Applicable federal, state and local laws and ordinances • Federal and State EPA requirements • Safety procedures • Inspection and safety evaluation techniques • Sewage treatment methods • Principles and techniques used in water sampling, testing and treatment • Equipment, materials, and supplies used in wastewater treatment operations • Wastewater treatment equipment maintenance and repair requirements • Chemical used in wastewater treatment • Laboratory techniques and equipment • Hazardous material handling methods	• Estimate time and material requirements • Maintain a positive work environment for employees • Ensure the quality of work as measured against established standards • Interpret and apply applicable laws, regulations, and policies • Interpret plans and specifications • Read and interpret gauges, meters, recording devices, and related monitors • Read and understand technical manuals • Define problems, collect data, establish facts, and draw valid conclusions • Organize, prioritize, and coordinate multiple tasks • Prepare accurate and concise reports • Maintain accurate records • Present a positive image to the public • Develop and maintain effective working relationships with supervisors, department personnel, and the public • Communicate effectively in written and oral form • Maintain confidentiality • Recognize unusual or threatening conditions • Calibrate laboratory equipment • Calculate rates, ratios, and percentages • Perform routine maintenance on equipment • Operate and maintain wastewater treatment plant machinery and equipment • Collect samples and perform routine laboratory tests • Use manual and power tools

*May be acquired after hire.

Date Submitted: July 2001

PREPARED BY GORTZ & ASSOCIATES, INC.

CITY OF COLUMBIANA

% OF TIME	ILLUSTRATIVE DUTIES: (the duties listed below are intended to depict tasks performed by this position.)
75%	WASTEWATER TREATMENT PLANT OPERATION ★ Performs chemical treatment and purification of wastewater according to established standards and guidelines ★ Operates and adjusts pumps, motors, air compressors, and other plant equipment • Regulates chemical and wastewater flow rates ★ Monitors gauges, dials, graphs, and other instruments, as required ★ Performs inspections of plant equipment • Inspects line, mechanical and electrical equipment, boilers, and sludge handling and heating systems • Reports findings to appropriate personnel ★ Maintains laboratory equipment and supplies • Calibrates laboratory analysis of wastewater • Cleans and sterilizes laboratory equipment and supplies • Stock chemicals and supplies ★ Performs laboratory analysis of wastewater • Collects and analyzes samples • Evaluates analysis results • Performs chemical and mechanical adjustments, as directed • Maintains records of test data ★ Performs minor and preventive maintenance on equipment ★ Cleans equipment and facilities ★ Provides assistance to engineers and contractors during plant expansion and construction activities
10%	LIFT STATION OPERATION ★ Checks and monitors equipment ★ Performs minor and preventative maintenance on equipment
10%	EQUIPMENT OPERATOR ★ Operate camera truck & equipment ★ Clean sewer line with sewer jet
5%	MISCELLANEOUS • Attends meetings and serves on temporary committees, as requested ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions • Performs additional duties and assignments, as required ★ Denotes an essential function of the job

Employee Signature

Date