

POSITION DESCRIPTION
CITY OF COLUMBIANA
An Equal Opportunity Employer
Page 1 of 3

Job Title: **WASTEWATER TREATMENT PLANT OPERATOR II**

Department: Service

Immediate Supervisor: Wastewater Superintendent

Positions Supervised: None

JOB RESPONSIBILITIES:

Under direction, the Wastewater Treatment Plant Operator II 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) years 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 an Ohio Class II Wastewater Operator's certificate.

WORKING CONDITIONS:

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

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

Date Submitted: July 2001

Non-Exempt ☒	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* • Interviewing techniques • State and federal employment laws • Supervisory methods • Employee training and development methods • Crisis management 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 utilized in wastewater treatment operations • Wastewater treatment equipment maintenance and repair requirements • Chemicals 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 • Identify employee strengths and weaknesses • Improve employee performance through use of coaching and discipline • 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.)
-----------	---

85% 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 lines, mechanical and electrical equipment, boilers, and sludge handling and heating systems
 - Reports findings to appropriate personnel
- ★ Maintains laboratory equipment and supplies
 - Calibrates laboratory equipment
 - Cleans and sterilizes laboratory equipment and supplies
 - Stocks 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 upgrades and expansions

10% LIFT STATION OPERATION

- ★ Checks and monitors equipment
- ★ Performs minor and preventative maintenance on equipment

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

Date Submitted: July 2001

PREPARED BY GORTZ & ASSOCIATES, INC.